All issues available have
been filmed.
Unfortunately, any
scattered missing issues
are no longer available.

trans. 4

U.S. POSTAL SERVICE
Washington, DC 20260

Transmittal Letter
Issue 4, 10-15-82

Administrative Support Manual (ASM)

A. Explanation

1. **Revisions.** Issue 4 contains all revisions, except for subchapter 370 and Chapter 8, published in the *Postal Bulletin* between January 1981 and August 1982. Subchapter 370 is being updated and will be published in Issue 5. Chapter 8 is being revised separately to encompass the policies of the Business Systems Planning Report and organization of Information Resource Management.

2. **Filing Instructions.** File this transmittal letter in front of the transmittal letter for Issue 3. File the rest of Issue 4 according to the following instructions:

Remove the following from Issues 1, 2, and 3:		**Insert the following from Issue 4:**	
Contents	9 sheets	Contents	9 sheets
Chapter 1	13 sheets	Chapter 1	29 sheets
Subchapters 220-250	10 sheets	Subchapters 220-250	7 sheets
Subchapters 270-280	8 sheets	Subchapters 270-280	8 sheets
Subchapters 350-360	19 sheets	Subchapters 350-360	21 sheets
Subchapter 420	2 sheets	Subchapter 420	3 sheets
Chapter 5	21 sheets	Chapter 5	22 sheets
Subchapters 620-640	5 sheets	Subchapters 620-640	4 sheets
Chapter 7	6 sheets	Chapter 7	7 sheets
Appendix A	7 sheets	Appendix A	7 sheets

NEWARK PUBLIC LIBRARY
JAN 14 1983
U. S. GOVT. PUBS.
DEPOSITORY 376

3. **Check List.** After Issue 4 is filed, the ASM consists of the components itemized in the following table:

Transmittal letters to issues 1, 2, 3, and 4.	
Contents	Issue 4
Chapter 1	Issue 4
Subchapter 210	Issue 3
Subchapters 220-250	Issue 4
Subchapter 260 (reserved)	Issue 3
Subchapters 270-280	Issue 4
Subchapter 310	Issue 3
Subchapter 320 (reserved)	Issue 3
Subchapter 330	Issue 2
Subchapter 340	Issue 1
Subchapters 350-360	Issue 4
Subchapter 370	Issue 2
Subchapter 410	Issue 3
Subchapter 420	Issue 4
Subchapter 430	Issue 1
Subchapter 440	Issue 2
Chapter 5	Issue 4
Subchapter 610 (reserved)	Issue 1
Subchapters 620-640	Issue 4
Chapter 7	Issue 4
Chapter 8	Issue 1
Appendix A	Issue 4
Appendix B	Issue 3
Index	Issue 3

P 1.12/10:

4. Summary of Changes

a. *Chapter 1, Postal Organization.*

(1) Subchapter 110, Organization and Responsibilities.
Subsections 111.51, .52, and Section 114.6 add Information Resource Management (IRM); 111.53 and Section 115.5 add Planning Dept.
Subsection 111.542 adds Executive Assistant (IRM) and the APMG, Planning Dept.
Section 111.7 and Subsection 113.212 amend wording and add Executive Assistant (IRM).
Subsection 112.115 adds Executive Assistant (IRM) and APMG, Planning Dept., .116 adds Executive Assistant (IRM).
Subsections 113.13 and .22 amend wording while .211 amends channel of communication to regions on other than E&LR issues.
Subsection 114.113 corrects wording on division of Administration Group, .12 shows Judicial Officer as a department, and .16 shows International Postal Affairs as a Department.
Subsection 114.211c deletes abolished E&LR organizations and .212 deletes references.
Subsection 114.22k-n transfers duties of abolished offices to Employee Relations Dept., while .24-26 deletes descriptions of duties of abolished offices.
Subsection 114.311 deletes references to management information system and automatic data processing from Finance Group.
Subsection 114.34 removes Management Information System Dept. from Finance Group and .34c (formerly .35) deletes reference to directives and forms management from Finance Group.
Subsection 114.37 deletes APMG, Payroll Systems while .52 deletes Office of Strategic Planning and adds Office of Operations Research and Technology Planning in Research and Technology Group.
Section 114.6 adds Information Resource Management.
Subsection 116.55p adds Procurement Division responsibility.
Subsections 118.151 and .152 change terminology while .23 adds responsibilities of PSOs.
Exhibits 111.3, 111.642, 111.643, 111.644, 114.121, 114.16, 114.61, 114.612, 115.5 118.141 are new.
Exhibits 111.4, 111.7, 114.1, 114.13, 114.14, 114.15, 114.2, 114.22, 114.23, 114.3, 114.32, 114.33, 114.4, 114.42, 114.43, 114.44, 114.5, 114.53, 115.1, 115.2, 115.3, and 115.4 have been amended to reflect group and department designations.
Exhibit 111.61, (formerly exhibit 116), and Exhibit 114.62 (formerly 114.34) have also been amended.
Exhibits 114.24 and 114.26 have been deleted.

(2) Subchapter 120, Post Office Functions
Part 121 clarifies terminology.
Sections 122.1 and .2 are revised as a result of the post office evaluation system.
Part 123 clarifies policies and procedures regarding service hours of postmaster and postmaster relief.

b. *Chapter 2, Inspection Service.*

(1) Subchapter 220, Postal Emergencies, Losses, and Offenses
Subsections 221.13, .14b, .14h, and .321 add to list of postal offenses; .18 deletes address, adds ZIP codes.
Subsections 221.242, .243, and section 222.1h correct terminology.
Subsection 221.27 adds policy, while .312j adds responsibility and .34 clarifies information.
Exhibit 221.5 deletes references.

(2) Subchapter 230 Withdrawal of Mail Privileges
Section 231.2 corrects terminology.

(3) Subchapter 240 Audits
Section 241.1 clarifies internal audit responsibility and .2 defines role and function.
Section 242.1 clarifies authority while .2 revises audit standards.
Section 243.1 clarifies standards governing conduct of internal audit and .2 (previously 243.4) replaces method of achieving objectives.
Section 243.3 specifies Inspection Service liaison with external audit organizations.
Parts 244 and 248 are deleted.

(4) Subchapter 250 Tort Claims
Subsection 254.27 delegates to management sectional center managers or MSC manager/postmasters the authority to pay tort claims filed against the Postal Service in amounts that do not exceed $100. Subsections 254.37 and .38 add additional information.

(5) Subchapter 270 Security
Section 272.3f clarifies information
Subsections 273.221, .221c, .225, .231, and sections 273.3 and 276.1 correct terminology
Subsections 273.221a and d add information
Subsections 273.541 and .542 clarify and update procedures to conform to federal legislation

c. *Chapter 3, Communications.*

(1) Subchapter 350, Records and Release of Information
Subsection 352.42c(5) identifies rural route information as a class of records that is not subject to mandatory disclosure.
Exhibit 351.31 (p.5-6) deletes reference Exhibit 351.31 Records Control Schedule (p.4-5).
Subsections 352.415, .451 and .512 provide for disclosure of employee lists in accordance with Federal court decision

(2) Subchapter 360, Telecommunications
Section 361.1 broadens USPS telecommunications scope.
Subsection 362.221c includes the Hybrid Key Systems.
Subsection 362.314 stipulates requirement for Headquarter's approval on GSA telephone systems.
Subsection 362.321 clarifies competitive procurement method while .322a and .322b specify channels for appealing USPS telephone systems procurement exceptions.
Subsection 362.421 changes number of telephone system leasing methods from two to three and .423 specifies variable term pricing (VTP) leasing method.
Subsection 362.51 specifies telephone directory parameters for local public use and .92 clarifies existing policies.
Parts 365 and 367 are new material which prescribe policy and procedures in managing those telecommunications services.

d. *Chapter 4, Government Relations.*

Subchapter 420, Services
Subsections 421.11, 422.25, .251, .254c, .262d, and .272b clarify language.
Section 422.1 adds example of nonpostal service.
Subsections 422.21, 422.262b, 422.264f, 422.274, and 422.282 clarify procedures.
Subsection 422.221 clarifies terminology
Subsection 422.252b corrects information
Subsection 422.262a (formerly .262b) replaces old paragraph a.
Subsection 422.262e (formerly .262f) replaces old paragraph e;
Subsection 422.263 adds new information and number change while .264a adds transmittal procedure.
Subsection 422.273c updates procedures; .281 deletes supplies and clarifies title.
Section 422.6 includes sections 259.3 and 259.13 of the *Postal Service Manual* that were inadvertently omitted from the first issue of the *Administrative Support Manual*.

e. *Chapter 5, Facilities and Equipment.*

(1) Subchapter 510, Real Estate and Buildings
Subsection 511.12 adds reference for environmental procedures.
Subsection 512.114 corrects dollar values for capital and expense projects requiring form 4209.
Section 515.1 reflects current procedures for repair and alterations projects.
Subsection 517.26 corrects references for environmental considerations.
Section 517.6 deletes parameters for regional facility projects. Requirements have been discontinued.
Exhibit 517.34 corrects address for Randolph-Sheppard notification.
Exhibit 517.65 updates construction cost indices.
Section 517.8 corrects handbook reference.

Subsection 518.142 revises inscription on plaques installed in newly acquired postal facilities while .144 clarifies plaque display requirements.
Subsection 518.324 adds requirement for operable sash for offices located on the exterior building wall.

(2) Subchapter 520, Plant and Equipment Requirements
Subsections 521.121 and .122 update definitions.
Subsection 521.14 adds handbook reference.
Subsection 521.213 deletes nonapplicable language.
Subsections 521.222, .223 and .224 update and add information.
Subsections 521.231, .232, .233, and .234 replace existing references and information.
Subsections 521.24, .241, .242, .243, .244, and Exhibit 521.242b transfer information to Handbook AS-504.
Subsection 521.3 clarifies funding authority
Subsections 521.31, .32, .321, .322, .33, .331, and .332 specify information referenced to Pub 190 and 191.
Sections 521.4-.6 replace previous references.

(3) Subchapter 530, Maintenance
Subsections 531.211 and .212 expand definitions.
Subsection 531.221 expands primary objective and .222 adds new objective.
Subsection 531.231 clarifies wording, .232-235 update maintenance information, and .241-245 correct numbering sequence.
Subsections 531.321, .421, and .52 clarify information while .41 adds information.
Subsections 531.511, .73a-b, and .74 update information.
Subsections 531.625 and 533.413 add references
Subsection 533.621 updates inspection responsibility.
Subsections 534.13-.14 add equipment, .24 deletes reference, and .33e extends guidelines on equipment repair.
Subsection 535.13 corrects reference and .23 updates schedule criteria.
Subsection 536.221 clarifies staffing criteria.

(4) Subchapter 540, Energy Conservation, Fuels, and Utilities.

Section 541.1a clarifies conservation procedure
Section 541.1b (formerly .1c) replaces old paragraph b.
Section 541.1c is new and adds cooling procedures, .1d updates information, and Subsection 541.22 clarifies reference.
Subsections 542.132 and .273 add facility reference.
Subsections 542.322 and .362 specify a change in terminology.
Subsections 542.331, .332, .352a, .352b, and .36 increase minimum purchases from DFSC.
Subsections 542.341 and .351 extend local purchasing authority.
Subsection 542.352d updates procurement procedure.
Subsection 542.353a, .353b, .353d, .362b, .362f, .363(3), and .371 define new payment procedures.
Subsection 542.354 adds definition, .363b(5) adds procedure, and .374a deletes obsolete reference.
Subsections 542.374 b,c,d become .374 a,b, and c.

f. Chapter 6, Support Services.

(1) Subchapter 620, Industrial Engineering
This subchapter is new. It defines roles and responsibilities of Industrial Engineering in the Postal Service and establishes organizational relationships for Headquarters, Regional and local industrial engineering organizations.

(2) Subchapter 630, Marketing, Advertising, Sales and Service
Sections 632.2, 632.5, 632.6, and Part 633 are amended to reflect additional duties.

(3) Subchapter 640, Philatelic Marketing
Subsection 643.12f clarifies the philatelic products sales reporting system while .14 is new and explains the philatelic center program.

g. Chapter 7, Procurement and Supply.

(1) Subchapter 710, Procurement
Subsection 711.31 clarifies reference, .321 specifies delegations of local purchasing authority, .322 sets limitations, and .323 clarifies procedures.
Subsection 712.12 adds reference.
Section 713.1 (formerly .331) updates CAG reference and .3 updates procurement procedures.
Parts 714-718 correct numbering sequence.
Sections 718.1 and .2 clarify duties and procedures.

(2) Subchapter 720, Supply Management
Subsections 721.212, 723.262, 725.23, 727.52, 729.21, 729.32, 729.41, and 729.541-.542 reflect office name change.
Section 722.1 adds function while .2 updates requirements forecasting procedures.
Subsection 722.31 specifies revalidation requirements.
Section 722.4, Subsections .51 and .52 designate responsible personnel.
Subsections 723.221 and .224 correct requisitioning procedures.
Subsection 724.11 adds additional responsibility, .53 and Exhibit 725.51 correct references.
Subsection 725.32 updates stock level requirements while .33 specifies inventory level references.
Subsection 728.42a corrects terminology and .42d (formerly paragraph e), deletes old d, *Firearms*

h. Appendix A. Revised to facilitate reference.

B. Distribution

See the transmittal letter for Issue 2, paragraph B.

C. Manual Maintenance

D. Requisitions

E. Sale to the Public

See the transmittal letter to Issue 1, paragraphs D-F.

F. Issuance Rescission

1. **Directives:** The directives listed below are rescinded by Issue 4. Destroy all copies of the following:

   a. *Management Instruction AS-510-79-50, Acquisition, Allocation and Administration of Employee Parking, 12-7-79.*

   b. *Management Instructions AS-710-91-10, Bulk Procurement of Vehicle Fuel, 6-17-81.*

   c. *Postal Bulletin 2153 article, Copying Covers of Mail, 5-27-82.*

   d. *Postal Bulletin 21364 articles, Disclosure of Listings of Employee's Names and Post Office Functions, 8-12-82.*

2. **Others:** Local issuances in conflict with Issue 4.

G. Interpretations and Comments

1. **EEO Considerations.** This manual uses the pronoun "he" for convenience only. The word is not used to denote gender but applies equally to females and males.

2. **Questions and Problems.** If you cannot find or understand certain material, or discover that topics are omitted, send a memo outlining the problems through management channels to: USPS Headquarters, Document Control Division, Attention ASM, Washington, DC 20260.

H. Effective Date.

This material is effective upon receipt.

Charles K. Kernan

Charles K. Kernan
Executive Assistant for
Information Resource Management

READEX
FICHE

CONTENTS OVERVIEW

Chapter 1—Postal Organization

110 Organization and Responsibilities
120 Post Office Functions

Chapter 2—Inspection Service

210 General
220 Postal Emergencies, Losses, and Offenses
230 Withdrawal of Mail Privileges
240 Audits
250 Tort Claims
260 (reserved)
270 Security
280 Emergency Preparedness

Chapter 3—Communications

310 Directives
320 Forms (reserved)
330 Public Communications
340 Employee Communications
350 Records and Release of Information
360 Telecommunications
370 Printing

Chapter 4—Government Relations

410 Liaison
420 Services
430 Relations with Private Agencies
440 Flag of the United States of America

Chapter 5—Facilities and Equipment

510 Real Estate and Buildings
520 Plant and Equipment Requirements
530 Maintenance
540 Energy Conservation, Fuels, and Utilities

Chapter 6—Support Services

610 Research (reserved)
620 Industrial Engineering
630 Marketing and Advertising
640 Philatelic Marketing

Chapter 7—Procurement and Supply

710 Procurement
720 Supply Management

Chapter 8—Computer-Based Information Systems

810 General Information
820 Information Systems Planning
830 Information Systems Services
840 Development Standards
850 Resource Management and Control

Appendix A—Directives Related to the ASM
Appendix B—Privacy Act Systems of Records
Index

P1, 12/10

CONTENTS

Chapter 1—Postal Organization

110 Organization and Responsibilities
111 General Organization
111.1 The U.S. Postal Service
111.2 Board of Governors
111.3 Postmaster General
111.4 Deputy Postmaster General
111.5 Groups, Departments, and Executive Committee
.51 Groups
.52 Departments and Offices
.53 Units Reporting Directly to PMG
.54 Executive Committee
111.6 Postal Regions
.61 General
.62 Departments
.63 Divisions Reporting Directly to RPMG
.64 Districts, MSCs, BMCs
.65 Air Mail Facilities
111.7 Officers
112 Delegations of Authority
112.1 Primary Delegation
.11 Authority for Delegation
.12 Media of Delegation
.13 Contents of Delegation
112.2 Redelegation
112.3 Authority to Approve Personnel Actions and Administer Oaths
.31 Delegation
.32 Personnel Actions for Other Installations
.33 Transfers of Accountability
112.4 Authority to Administer Oaths Other than for Employment
.41 Employees Authorized
.42 Postmaster's Authority
.43 Fees
.44 Postmasters in Alaska as Notaries Public
.45 Fees for Notarial Service
112.5 Authority to Designate Certifying Officers—Headquarters
.51 Delegation
.52 Redelegation
.53 Designating Certifying Officers
.54 Maintaining Designations
112.6 Authority to Designate Certifying Officers—Field
.61 Delegation
.62 Redelegation
.63 Designating Certifying Officers
.64 Maintaining Designations
112.7 Delegation of Authority to SAPMG, Finance
.71 Delegation
.72 Redelegation
112.8 Delegation to APMG, International Postal Affairs
113 Relationships and Channels of Communication
113.1 Relationships
.11 Between Headquarters, Regions, and PDCs
.12 Between Regional Offices and District Offices
.13 Between District Offices and MSCs
.14 Between District Offices and Independent Associate Offices
.15 Between District Offices and BMCs
113.2 Channels of Communication
.21 Headquarters and Regional Offices
.22 Regional Offices and Installations
.23 Headquarters, Regional Offices, and Other Installations with PDCs
114 Groups
114.1 Administration Group
.11 General
.12 Judicial Officer
.13 Procurement and Supply Department
.14 Customer Services Department
.15 Real Estate and Buildings Department
.16 International Postal Affairs Department
114.2 Employee and Labor Relations Group
.21 General
.22 Employee Relations Department
.23 Labor Relations Department
114.3 Finance Group
.31 General
.32 Finance Department
.33 Rates and Classification Department
.34 Office of Management Services
.35 Records Officer
114.4 Operations Group
.41 General
.42 Mail Processing Department
.43 Delivery Services Department

.44 Engineering and Technical Support Department
.45 Operating Policies Office
114.5 Research and Technology Group
.51 General
.52 Office of Operations Research and Technology Planning
.53 Research and Development Laboratories
.54 International Electronics Message System Office
114.6 Information Resource Management
.61 General
.62 Management Information Systems Department
.63 Office of Data Management
.64 Office of Planning and Development
115 Departments Reporting Directly to PMG
115.1 Law Department
115.2 Inspection Service Department
115.3 Government Relations Department
115.4 Public and Employee Communications Department
115.5 Planning Department
115.6 Executive Assistant to PMG
116 Postal Regions
116.1 Designation of Five Postal Regions
.11 Northeast Region
.12 Eastern Region
.13 Southern Region
.14 Central Region
.15 Western Region
116.2 Regional Postmaster General
.21 Responsibilities
.22 Authority
116.3 Regional Mail Processing Department
.31 General
.32 Logistics Division
.33 Maintenance Management Division
.34 Engineering Division
.35 Operational Requirements Branch
116.4 Regional Customer Services Department
.41 General
.42 Customer Programs Division
.43 Delivery Division
116.5 Regional Finance Department
.51 General
.52 Budget and Cost Division
.53 Management Information Branch
.54 Accounting Branch
.55 Procurement Division
116.6 Regional Employee and Labor Relations Department
.61 General
.62 Employee Relations Division
.63 Compensation Division
.64 Labor Relations Division
116.7 Regional Real Estate and Buildings Department
.71 General
.72 Design and Construction Division
.73 Real Estate Division
116.8 Regional Public and Employee Communications Division
116.9 Regional Counsel, Law Division
117 Field Organizations
117.1 Districts
.11 General
.12 Responsibilities
117.2 Bulk Mail Centers
.21 General
.22 Responsibilities
117.3 Management Sectional Centers (reserved)
117.4 Associate Offices (reserved)
117.5 Independent Facilities (reserved)
118 Administrative Supporting Facilities
118.1 Headquarters Activities
.11 Inspection Service
.12 Procurement and Supply Department
.13 Mail Processing Department—MTSC
.14 Employee Relations Department—PST&DI
.15 Management Information Systems Department
.16 Law Department—Regional Labor Counsels
118.2 Regional Activities
.21 Mail Processing Department—TMOs
.22 Real Estate and Buildings Department—FREBOs
.23 Procurement Services Offices (PSOs)
.24 Area Overhaul Centers (reserved)

120 Post Office Functions
121 Responsibilities
122 Hours of Duty
122.1 Full-Time Offices
122.2 Part-Time Offices
122.3 FLSA Nonexempt Postmasters
123 Absence from Office
123.1 More than 5 Days
123.2 5 Days or Less
123.3 Emergencies
123.4 Assignment of a Postmaster Relief
.41 Senior Supervisor
.42 Postal Operations Administrator
.43 Postmaster Replacement

Exhibit 111.3 Office of the Postmaster General
Exhibit 111.4 Deputy Postmaster General
Exhibit 111.61 Regional Headquarters
Exhibit 111.642 District
Exhibit 111.643 Management Sectional Center
Exhibit 111.644 Bulk Mail Center
Exhibit 111.7 USPS Officers
Exhibit 114.1 Administration Group
Exhibit 114.121 Judicial Officer Department
Exhibit 114.13 Procurement & Supply Department
Exhibit 114.14 Customer Services Department
Exhibit 114.15 Real Estate & Buildings Department
Exhibit 114.16 International Postal Affairs Department

Exhibit 114.2 Employee & Labor Relations Group
Exhibit 114.22 Employee Relations Department
Exhibit 114.23 Labor Relations Department
Exhibit 114.3 Finance Group
Exhibit 114.32 Finance Department
Exhibit 114.33 Rates and Classification Department
Exhibit 114.4 Operations Group
Exhibit 114.42 Mail Processing Department
Exhibit 114.43 Delivery Services Department
Exhibit 114.44 Engineering & Technical Support Department
Exhibit 114.5 Research & Technology Group
Exhibit 114.53 Research and Development Laboratories
Exhibit 114.61 Information Resource Management
Exhibit 114.612 National Information Resource Center
Exhibit 114.62 Management Information Systems Department
Exhibit 115.1 Law Department
Exhibit 115.2 Inspection Service Department
Exhibit 115.3 Government Relations Department
Exhibit 115.4 Public & Employee Communications Department
Exhibit 115.5 Planning Department
Exhibit 118.141 Office of Training & Development

Chapter 2—Inspection Service

210 General
- 211 Authority
  - 211.1 Responsibility
  - 211.2 Arrest and Subpoena Powers
    - .21 Authorization
    - .22 Limitations
- 212 Circulars and Rewards
  - 212.1 Wanted Circulars
  - 212.2 Rewards
- 213 Mail Covers
  - 213.1 Policy
  - 213.2 Scope
  - 213.3 Definitions
    - .31 Mail Cover
    - .32 Fugitive
    - .33 Crime
    - .34 Law Enforcement Agency
    - .35 Protect the National Security
  - 213.4 Authorizations
    - .41 Chief Postal Inspector
    - .42 Postal Inspectors in Charge
  - 213.5 Limitations
  - 213.6 Records
  - 213.7 Reporting to Requesting Authority
  - 213.8 Review

220 Postal Emergencies, Losses, and Offenses
- 221 Reporting
  - 221.1 General Requirements
    - .11 Reports
    - .12 Emergencies
    - .13 Postal Losses and Offenses
    - .14 Telephone Report
    - .15 Written Report
    - .16 Nonemergencies and Routine Losses and Offenses
    - .17 Prohibition
    - .18 Addresses for Postal Inspectors in Charge
  - 221.2 Emergencies, Losses, and Offenses Reported by Telephone
    - .21 Loss or Damage
    - .22 Thefts or Burglaries
    - .23 Accidents
    - .24 Assaults or Threats
    - .25 Stamp Offenses
    - **.26 Sabotage**
    - **.27 Classified National Defense Matter**
  - 221.3 Emergencies, Losses, and Offenses Requiring Special Actions
    - **.31 Demonstrations, Riots, or Picketing**
    - **.32 Explosives**
    - **.33 Counterfeit Material**
    - **.34 Hazardous Materials; Poison; Poisonous Animals, Insects, or Reptiles**
    - .35 Suspected Narcotics
  - 221.4 Serious Offenses Reported by Memorandum
    - .41 Nonmailable Matter
    - .42 Lottery Activity Involving the Mails
    - .43 Procedural Irregularities
    - .44 Losses
    - .45 Fraud, Forgery, Impersonation
    - .46 Other
  - 221.5 Routine Loss or Offense
- 222 Robberies
  - 222.1 Preventive Measures
  - 222.2 Actions During a Robbery
  - 222.3 Actions After a Robbery
    - .31 Notification
    - .32 Securing Building
    - .33 Protection of Evidence
    - .34 Witnesses Descriptions
    - .35 Restriction
    - .36 Media Inquiries
- 223 Assaults
  - 223.1 Assaults on Employees and Customers
  - 223.2 Reporting Assaults

230 Withdrawal of Mail Privileges
- 231 False Representation and Lottery Orders
  - 231.1 Issuance
  - 231.2 Enforcement
- 232 Fictitious Name or Address Orders
  - 232.1 Issuance
  - 232.2 Enforcement

240 Audits
- 241 Responsibility
  - **241.1 Chief Postal Inspector**

- 241.2 Role and Function
- 242 Background
  - 242.1 Authority
  - 242.2 Standards
- 243 Mission
  - 243.1 Objective
  - 243.2 Cooperation
  - 243.3 Liaison
- 244 Audit Reports
  - 244.1 Definition
  - 244.2 Distribution of Reports
    - .21 Headquarters Level
    - .22 Regional, District, and Post Office Levels
    - .23 Special Reports
  - 244.3 Exit Conference
  - 244.4 Management Response to Reports
    - .41 Headquarters Level
    - .42 Regional, District, and Post Office Levels
- 245 Implementation of Audit Recommendations
  - 245.1 Headquarters Level
    - .11 Deputy Postmaster General
    - .12 Senior Assistant Postmaster General
    - .13 Units Reporting Directly to PMG
    - .14 Departments
  - 245.2 Regional Level
    - .21 Regional Postmaster General
    - .22 Regional Directors
    - .23 Inspection Service
  - 245.3 District Level
    - .31 District Reviews
    - .32 Status Report
- 246 Application of Audit Findings by Districts and MSCs
  - 246.1 District Manager
  - 246.2 MSC Manager

250 Tort Claims

- 251 Responsibilities
  - 251.1 U.S. Postal Service
    - .11 Definition of Tort Claims
    - .12 Authority
  - 251.2 General Services Administration (GSA)
- 252 Investigation of Accidents
  - 252.1 Accidents to Be Investigated
  - 252.2 Responsibility for Investigation
    - .21 Reference
    - .22 Installation Head or Designee
    - .23 MSC Accident Investigator
    - .24 Postal Inspectors
  - 252.3 Scope of Investigations
  - 252.4 Verification of Damages
- 253 Preparing Reports and Claims
  - 253.1 Postal Official in Charge
    - .11 General Instructions
    - .12 Forms Required—Motor Vehicle Accidents
    - .13 Form Required—Nonvehicle Accidents
    - .14 Form Required—All Accidents
  - 253.2 Claims Procedures
    - .21 General
    - .22 Administrative Claims
    - .23 Processing Administrative Claims
    - .24 Claims by Insurance Companies
- 254 Processing Reports and Claims
  - 254.1 Serious Accidents
    - .11 Definition
    - .12 Complete Report Still Required
  - 254.2 MSC Manager/Postmaster Authority to Pay Claims
    - .21 Personal Injury and Property Damage Claims, $100 or Less
    - .22 Claims—Payment Not Authorized
    - .23 Multiple Claims
    - .24 Payment of Claims
  - 254.3 Processing Claims
    - .31 Property Damage Claims Over $1,000
    - .32 Personal Injury Claims
    - .33 Property Damage Claims, $100-$1,000
    - .34 Indefinite or Incomplete Claims
    - .35 Multiple Claims
    - .36 Accidents with No Claim Received
    - .37 Denial of Claims
    - .38 Assistance
  - 254.4 Reports to GSA
    - .41 Accidents Involving GSA-Controlled Buildings
    - .42 Accidents Involving GSA Vehicles
    - .43 GSA Regional Offices
  - 254.5 Accidents in Leased Quarters

260 (Reserved)

270 Security

- 271 General Responsibilities
  - 271.1 Chief Postal Inspector
  - 271.2 Installation Heads
  - 271.3 Security Control Officers
- 272 Personnel Security Clearances
  - 272.1 General
    - .11 Policy
    - .12 Responsibility
    - .13 Definitions
  - 272.2 General Provisions
    - .21 Methods
    - .22 Nonsensitive Clearance
    - .23 Sensitive Clearance
    - .24 Mail Transportation Contractor Clearance
    - .25 Service Contractor Clearance
  - 272.3 Employees Requiring Sensitive Clearance
  - 272.4 Hiring and Accession Requirements
    - .41 Employees Not Requiring Sensitive Clearance
    - .42 Employees Requiring Sensitive Clearance
    - .43 Mail Transportation Contractors
    - .44 Service Contractors
  - 272.5 Security Control Officers
    - .51 Appointment
    - .52 Responsibilities

- 272.6 Sensitive Security Clearance
  - .61 Procedures
  - .62 Denial or Revocation
- 272.7 Interim Sensitive Clearances
  - .71 Applicants in Private Industry
  - .72 Federal Government Employees
- 272.8 Updating Sensitive Clearances
- 272.9 Exceptions

- 273 Facility Security
  - 273.1 Protection and Access
    - .11 Workroom Access
    - .12 Employee Responsibilities
    - .13 Security Force
    - .14 Police Protection
  - 273.2 Postal Service Identification
    - .21 Purpose
    - .22 Types of Accredited Identification
    - .23 Wearing Identification
    - .24 Requisitioning
    - .25 Custody and Protection
    - .26 Returning Identification
    - .27 Lost or Unreturned Identification
  - 273.3 Alarms and Sensors
  - 273.4 Bullet Resistant Counterlines
  - 273.5 Locks and Keys
    - .51 Responsibility
    - .52 Inspection Service Locks
    - .53 Inspection Service Keys
    - .54 USPS Locks
    - .55 USPS Keys
    - .56 Key Accountability
    - .57 Lost or Stolen Keys
    - .58 Master Keys
  - 273.6 Security Containers Safes, and Vaults
    - .61 Safe Equipment
    - .62 Vault Equipment
    - .63 Requisitions
- 274 Mail Security
- 275 Physical ADP Security
  - 275.1 Policy
  - 275.2 Scope
  - 275.3 Responsibility
    - .31 Data Processing Center Manager
    - .32 Management Information Systems Department
    - .33 Inspection Service
    - .34 Real Estate and Buildings Department
    - .35 Mail Processing Department
    - .36 Records Officer
    - .37 Facility Manager
  - 275.4 Coordination
    - .41 Designating a Coordinator
    - .42 Coordinator's Responsibilities
    - .43 Maintaining Expertise
  - 275.5 Security Resources and Procedures
    - .51 Definitions
    - .52 Risk Assessment
  - 275.6 Security Guidelines
    - .61 Planning Stage
    - .62 Operational Stage
  - 275.7 Contingency Planning
    - .71 General
    - .72 Back-Up Principles
    - .73 Contingency Plans
  - 275.8 Periodic Reviews
- 276 Firearms
  - 276.1 Issuance
  - 276.2 Violation

- **280 Emergency Preparedness**
- 281 Contingency Planning
- 282 Authorities
- 283 Planning Objectives and Guidance
- 284 Planning Responsibilities
  - 284.1 USPS Emergency Coordinator
  - 284.2 Regional Emergency Coordinators
  - 284.3 Regional Postmasters General
  - 284.4 Emergency Coordinating Committees
  - 284.5 Postmasters/Installation Heads
- 285 Contingency Plans
  - 285.1 Domestic Emergencies
    - .11 Examples
    - .12 Guidelines
    - .13 Developing Plans
  - 285.2 International Emergencies
    - .21 Definition
    - .22 Guidelines
    - .23 Developing Plans
- 286 Emergency Lines of Succession
  - 286.1 Postmaster General
  - 286.1 Headquarters and Field

Chapter 3—Communications

- **310 Directives System**
- 311 Definition
- 312 Types
  - 312.1 Headquarters Directives
  - 312.2 Regional Directives
    - .21 Regional Issuances
    - .22 Handbooks and Other Publications
    - .23 Regional Office Internal Directives
    - .24 Regional Bulletins
  - 312.3 Other Field Directives
- 313 Responsibilities
  - 313.1 Headquarters
  - 313.2 Regions
  - 313.3 Field Installation Managers
    - .31 Distribution
    - .32 Directives Liaison
    - .33 Originating Directives
- 314 Coordination
  - 314.1 Headquarters Directives
  - 314.2 Regional Directives
  - 314.3 Field Installation Directives
- 315 Prohibitions
- 316 Action
- 317 Ordering Directives
- 318 Public Accessibility and Sale
  - 318.1 Availability for Review
  - 318.2 Public Sale
  - 318.3 Free Publications

320 Forms (reserved)

330 Public Communications
- 331 General
  - 331.1 Policy
  - 331.2 Responsibility
- 332 Public/Media Relations
  - 332.1 Policy
  - 332.2 Responsibility
  - 332.3 Procedures
    - .31 Media Inquires
    - .32 Advance Copies
  - 332.4 Field Managers
    - .41 Local Media Relations
    - .42 Exception
- 333 Community Relations
  - 333.1 Policy
  - 333.2 Responsibility
  - 333.3 Procedures
  - 333.4 Field Managers
- 334 Postal Exhibits
  - 334.1 Policy
  - 334.2 Procedures
    - .21 General
    - .22 New Exhibits
    - .23 Existing Exhibits
    - .24 Regional Exhibits
    - .25 Reference

340 Employee Communications
- 341 General
  - 341.1 Policy
  - 341.2 Responsibility
- 342 Publications
  - 342.1 National Employee Publications
  - 342.2 Local Employee Newsletters
    - .21 Criteria
    - .22 Advice and Assistance
    - .23 Printing
- 343 Special Communications Services
  - 343.1 Teletype Network
    - .11 Function
    - .12 Requirements for Use
  - 343.2 Audio-Visual Services
    - .21 Policy
    - .22 Responsibility
    - .23 Procedures
  - 343.3 Workroom Posters
    - .31 General
    - .32 Procedures
  - 343.4 Graphic Services
    - .41 Purpose
    - .42 P&EC Responsibilities
    - .43 Procedures

350 Records and Release of Information
- 351 Records
  - 351.1 General
    - .11 Definition
    - .12 Ownership
    - .13 Responsibility
  - 351.2 (Reserved)
  - 351.3 Retention
    - .31 Records Control Schedule
    - .32 Records at Post Offices
    - .33 Other Records
    - .34 Extension of Retention Periods
  - 351.4 Protection
    - .41 Safeguards
    - .42 Instructions
  - 351.5 Release
  - 351.6 Transfer
    - .61 Storage
    - .62 Control
  - 351.7 Disposal
    - .71 Sale
    - .72 Destruction
  - 351.8 Recording Transfer or Disposal
- 352 Freedom of Information Act
  - 352.1 General
    - .11 Purpose and Scope
    - .12 Policy
    - .13 Responsibility
  - 352.2 Inquiries
  - 352.3 Public Reading Room
  - 352.4 Availability of Records
    - .41 Records Available to Public
    - .42 Records Not Subject to Manadatory Public Disclosure
    - .43 Investigatory Records
    - .44 Disclosure of Names and Addresses of Customers
    - .45 Information Not available for Public Disclosure
    - .46 Protection of Right of Privacy
    - .47 Disclosure in Part of Otherwise Exempt Record
    - .48 Compliance with Subpoena or Court Order
    - .49 Compliance with Summons
  - 352.5 Inspection and Copying of Records
    - .51 Submission of Requests
    - .52 Responsibilities of Custodian
    - .53 Compliance with Approved Request
    - .54 Denial
    - .55 Appeal Procedure
    - .56 Action on Appeals
  - 352.6 Schedule of Fees
    - .61 Purpose
    - .62 Record Retrieval
    - .63 Reproduction
    - .64 Other Costs
    - .65 Payment of Fees
    - .66 Waiver of Fees
    - .67 Accounting for Fees
  - 352.7 Annual Report
  - 352.8 Reprisal for Release of Information
- 353 Privacy Act
  - 353.1 General
    - .11 Requirements
    - .12 Definitions
    - .13 Penalties

  .14 Responsibilities of Records Custodians
353.2 Collecting and Using Information About Individuals
  .21 Approved Systems
  .22 Restriction
  .23 Informing the Individual
  .24 New or Changed Systems of Records
  .25 Abolishing Systems of Records
353.3 Disclosing Information About Individuals
  .31 Accounting Requirements
  .32 Rules of Disclosure
  .33 Restrictions on Disclosing Lists of Names or Addresses
  .34 Photocopying or Filming Covers of Mail
353.4 Processing Requests
  .41 General
  .42 Requests for Information or Access
  .43 Requests to Amend a Record
  .44 Request for Accounting of Disclosures
353.5 Safeguarding Information About Individuals
  .51 Safeguards
  .52 Training
354 Micrographics
  354.1 Policy
  354.2 Definitions
    .21 Micrographics
    .22 Microform
  354.3 Requirements
    .31 Legal
    .32 Archival
    .33 Disposition
  Exhibit 351.31 Records Control Schedule
355 (Reserved)
356 (Reserved)
357 (Reserved)
358 (Reserved)
359 Correspondence Management
  359.1 General
    .11 Policy
    .12 Scope
    .13 Responsibilities
  359.2 Stationery
    .21 Paper Size
    .22 Letterhead
    .23 Use Criteria
    .24 Envelopes
    .25 Official File Copy (Yellow)
  359.3 Organization Correspondence Codes
    .31 Requirement
    .32 Scope
    .33 Reference
    .34 Responsibilities
    .35 Publication
    .36 Organizational Changes
  359.4 Controls
    .41 Requirements
    .42 Forms
  359.5 Preparation
    .51 Timeliness
    .52 Style
    .53 Preparation
  359.6 Authority to Sign
  359.7 Mailing Correspondence
  359.8 Records

360 Telecommunications
361 General
  361.1 Scope
  361.2 Responsibility
    .21 Management Information Systems Department (MISD)
    .22 Postmaster/Field Managers
362 Telephone Systems and Service
  362.1 Initial Equipment
  362.2 Installations and Service Changes
    .21 Inspection Service
    .22 Prior Headquarters Approval
    .23 Prior Regional Approval
    .24 Prior Approval Not Required
    .25 Additional and Accessory Equipment
  362.3 Orders for Service
    .31 Modifications of Existing Systems
    .32 Competitive Procurement
  362.4 Common Carrier Tariffs and Rates
    .41 Rate Structures
    .42 Equipment Leases
    .43 Rate Changes
    .44 Federal Tax
    .45 Examination of Monthly Invoices
  362.5 Directory Listings
    .51 Requirements
    .52 Assuring Accuracy
    .53 Night Listings
  362.6 Joint-Service Telephone Switchboards
    .61 USPS Joint-Service Switchboards
    .62 GSA-Operated Switchboards
  362.7 Long Distance Calls
    .71 Federal Telecommunications System (FTS)
    .72 Official Commercial Toll Charges
  362.8 Pay Telephone Stations
    .81 USPS-Controlled Space
    .82 Procedures for Installation
    .83 Letters of Agreement
    .84 Commissions Received
  362.9 Management and Cost Control
    .91 Reduction of Telephone Cost
    .92 Monitoring Telephone Calls
    .93 Telephone Service for Accredited Organizations
363 Telegrams and Mailgrams
  363.1 Telegram Use
  363.2 Mailgram Use
364 Administrative Teletype Network
  364.1 Service Offered
  364.2 Responsibilities
  364.3 Procedures
    .31 New Installation

.32 Relocation
.33 Discontinuance
364.4 Forms Used
.41 Message Form
.42 Logs
365 Data Transmission Services
365.1 Responsibility
365.2 Administration
365.3 Service Requests
.31 Procedure
.32 Types of Service
.33 Exceptions
.34 Information Required
365.4 Funding
.41 Regular Service
.42 Special Services
.43 Funded Procurement Request
365.5 Data Transmission Classes
365.6 Procedures
.61 New Installation
.62 Form 7366
.63 Relocations
.64 Discontinuance
.65 Form 3037
366 Intercommunications and Sound Systems
366.1 Equipment Applications
366.2 Channels of Request
367 Radio and Television
367.1 General
367.2 Policy
367.3 Scope
.31 Radio Systems
.32 Types of Changes
367.4 Procedures
.41 Inspection Service
.42 Other USPS Radio Systems
.43 Frequencies
.44 Relocation
.45 Discontinuance
367.5 Radio Interference

370 Printing, Copying, and Duplicating
371 General
371.1 Regulatory Considerations
371.2 Policies
.21 Printing and Duplicating
.22 Centralization
371.3 Definitions
.31 Processes
.32 Types of Printing
.33 Printing and Duplicating Terms
.34 Microform
371.4 Responsibilities
.41 Overall
.42 Regions and Field
371.5 Legal Considerations
.51 Reproducing Copyright Material
.52 Copyrighting USPS Material
.53 Trademarks and Service Marks
371.6 Restrictions
.61 Duplicating
.62 Printing Included in Contracts
.63 Procurement
.64 Directives and Forms
.65 Standards
.66 Printing Prohibitions
.67 Artwork and Credits
.68 Mailing
372 Reproducing Local Publications
372.1 Types of Publications
372.2 Publication Criteria
372.3 Newsletters
.31 Policy
.32 Procedures
.33 Requirements
372.4 Publications Other Than Newsletters
.41 Procedures
.42 File Copies
373 Copying and Duplicating
373.1 General
.11 Use
.12 Equipment Authorized
.13 Production Units
373.2 Acquiring Services
.21 Request for Duplicating and Microforms
.22 Log
373.3 Acquiring Equipment
.31 Application
.32 Transfers
.33 Purchase or Rent
373.4 Repair/Replacement Criteria
.41 Copying Machines
.42 Duplicating and Auxiliary Equipment
374 Printing
374.1 Headquarters Printing
.11 Responsibility
.12 Routine Work
.13 Nonroutine Work
374.2 Field Printing
.21 Responsibility
.22 Procurement
.23 Requisitioning
.24 Commitment of Funds
.25 Invoice Certification
374.3 Commercial Field Printing
.31 Procurement
.32 Requisitioning
.33 Reports
374.4 Business Calling Cards
.41 Policy
.42 Procedures
375 Reports
375.1 Commercial Printing Report
.11 JCP Form 2
.12 Frequency and Due Dates
.13 Material to Omit
375.2 Acquisition of Power-Operated Collators
375.3 Supply of JCP Forms
Exhibit 374.111a—GPO RPPOS
Exhibit 374.111b—Authorized Government Agency Printing Plants

Chapter 4—Government Relations

- **410 Liaison**
- 411 Legislative and Executive Relations
  - 411.1 Scope
  - 411.2 Responsibility
  - 411.3 Government Relations Department
    - .31 Inquiries on Postal Policy
    - .32 Sources
  - 411.4 Field Management
    - .41 Direct Responses Authorized
    - .42 Community Contact for New Facilities
    - .43 Displays in Postal Facilities
    - .44 Undeliverable Franked Mail
    - .45 Mailing Lists
    - .46 Memorial Plaques
  - 411.5 Legislation—General
  - 411.6 Release of Information
- 412 Military Post Offices
  - 412.1 Description
  - 412.2 Establishment and Discontinuance
- 413 Civil Preparedness
  - 413.1 Objective
  - 413.2 Emergency Coordinator
  - 413.3 Preparedness Plans
- 414 Federal Executive Board and Federal Executive Association Programs
  - 414.1 General
  - 414.2 Federal Executive Boards
    - .21 Establishment
    - .22 Purpose
    - .23 Organization
    - .24 Metropolitan Areas
  - 414.3 Federal Executive Associations
  - 414.4 USPS Role
    - .41 Participation
    - .42 Examples of USPS-Supported Policies
  - 414.5 Responsibilities
    - .51 Employee Relations Department
    - .52 Regional Postmasters General
    - .53 Designated Representatives and Alternates
  - 414.6 Feedback
- 415 Postal Rate Commission
  - 415.1 Policy
  - 415.2 Responsibilities
    - .21 Executive Assistant
    - .22 Associate General Counsel
    - .23 Managers of Field Installations
  - 415.3 Inquiries on Postal Policy
  - 415.4 Release of Information

- **420 Services**
- 421 General
  - 421.1 Policy
    - .11 Conditions
    - .12 Fees
  - 421.2 Approvals
    - .21 Procedure
    - .22 Authorization
  - 421.3 Prohibition
- 422 Interagency Agreements
  - 422.1 General
  - 422.2 Passport Application Acceptance Program
    - .21 Applicability
    - .22 Policy
    - .23 Establishing or Changing Service
    - .24 Discontinuing Service
    - .25 Preparation at Newly Approved Locations
    - .26 Application Acceptance Guidelines
    - .27 Reports and Records
    - .28 Forms and Supplies
  - 422.3 Food Coupon Distribution (reserved)
  - 422.4 Migratory Bird Stamps (reserved)
  - 422.5 Alien Address Report Cards (reserved)
  - 422.6 Housing Vacancy Surveys
    - .61 General
    - .62 Restrictions
    - .63 Postmaster's Responsibility
- 423 Mutual Cooperation and Support

- **430 Relations with Private Agencies**
- 431 Red Cross
  - 431.1 General
  - 431.2 Responsibilities
  - 431.3 Joint services Provided
    - .31 General
    - .32 Address Changes
    - .33 Other Efforts
- 432 Combined Federal Campaign (reserved)

- **440 Flag of the United States of America**
- 441 Display at Postal Facilities
  - 441.1 Policy
  - 441.2 Display
    - .21 Where
    - .22 Raising and Lowering
    - .23 When Regularly Displayed
    - .24 When Displayed Half-Staff
    - .25 Other Display Requirements
- 442 Flag Maintenance and Supply
  - 442.1 Repairs
  - 442.2 Destruction
  - 442.3 Requisitioning New Flags
- 443 Burial Flags
  - 443.1 Post Offices as Depositories
  - 443.2 Cooperation with VA
    - .21 Issuing Burial Flags
    - .22 Correspondence

Chapter 5—Facilities and Equipment

- **510 Real Estate and Buildings**
- 511 General

511.1 Responsibility
511.2 Delegation of Authority
.21 Approval Authority
.22 Contracting Authority
512 Acquiring Space
512.1 New or Existing Facilities (Leased or Owned)
.11 Procedures for Acquiring New Space
.12 Continuing Space in Existing Leased Quarters
.13 Emergency Space
.14 Christmas Space
512.2 Security Management
513 Changes Affecting Leases
513.1 Title Transfer or Death of Owner
513.2 Cancellation
.21 General
.22 By USPS
.23 By Lessor
513.3 Vacating Building
513.4 Authorization to Move or Occupy
514 Repair of Leased Premises
514.1 Lessor's Responsibilities
.11 Preventive Maintenance
.12 Repairs
514.2 Emergency Repairs
.21 Designation of Repairman
.22 Emergency Procedure
.23 Change of Ownership
515 Improvements and Modifications
515.1 Procedures
.11 Leased Buildings
.12 USPS-Owned Buildings
.13 GSA and Historic Buildings
.14 Routing and Contracting
515.2 Installation of Additional Lockboxes
.21 Policy
.22 Scope
.23 Historically Significant Facilities
.24 Postal Owned Facilities
.25 GSA-Controlled Facilities
.26 Other Leased Facilities
.27 Contracts
.28 Processing Requests
516 Real Property Management
516.1 Disposal of USPS-Owned Excess Real Property
.11 Inventory Review
.12 Procedure for Disposal
516.2 Management of USPS-Owned Real Property Held for Development
.21 Purpose
.22 Protection of Vacant Property
.23 Day-to-Day Management
516.3 Interchange of Space in USPS and GSA Buildings
.31 USPS-GSA Agreement
.32 Standard Level User Charge (SLUC)
.33 USPS-GSA Relationship
516.4 Leasing Excess Space and Facilities
.41 General
.42 Leasing to GSA
.43 Leasing to Other Than Federal Agencies
.44 Reporting Excess Space, Buildings, and Land
516.5 Obtaining Space by GSA in USPS-Controlled Buildings
.51 Requests from Other Government Agencies
.52 Procedure
.53 Assignment of Space to GSA
.54 Alterations to Vacant Space
.55 Initial Tenant Alterations
516.6 Obtaining Space by USPS in GSA-Controlled Buildings
.61 Procedure
.62 Initial Tenant Alterations
.63 Alterations, Improvements, and Services
516.7 Preemption by USPS or GSA of Space Occupied by Other
.71 USPS-Controlled Buildings
.72 GSA-Controlled Buildings
.73 Funding
516.8 Building Operations and Maintenance
.81 Operation of Parking Facilities
.82 Building Services
516.9 Reimbursable Services in Excess of SLUC
.91 Policy
.92 Definitions
.93 GSA Buildings Occupied by USPS
.94 USPS Buildings Occupied by GSA
517 Facility Planning
517.1 General
517.2 Community Contact
.21 Purpose
.22 Application
.23 Notification of Local Officials
.24 Presentation or Public Discussions
.25 Letter of Concurrence
.26 Final Project Development
517.3 Compliance with Randolph-Sheppard Act Amendments of 1974
.31 Policy
.32 Requirements
.33 Application
.34 Notification Requirements
517.4 Environmental Assessment
517.5 Transportation Cost Studies
517.6 Construction Cost Indices
517.7 Compliance with Clean Air Act and Clean Water Act
.71 Requirement
.72 Application
.73 Responsibilities
517.8 Facility Activation
518 Design and Construction
518.1 Identifying Postal Facilities
.11 General
.12 ZIP Code
.13 Signs

- .14 Dedicatory Plaques and Memorials
- .15 Construction Project Signs
- 518.2 Fees and Payments
  - .21 Procedures for Special Contractor Payments
  - .22 A/E Services and Fees
- 518.3 Building Materials and Design Requirements
  - .31 Sprayed-On Fire Protection
  - .32 Energy Conservation Design Standards
  - .33 Urea Formaldehyde Foam Insulation
- 518.4 Safety and Health
  - .41 Accessibility for the Physically Handicapped
  - .42 Regulation
- 518.5 Facility Cost Reduction
  - .51 Requirement
  - .52 Procedure
- Exhibit 518.5 Facility Cost Reduction Areas

520 Plant and Equipment Requirements

- 521 Facility Requirements
  - 521.1 General
    - .11 Policy
    - .12 Definitions
    - .13 Responsibility
    - .14 References
  - 521.2 Facility Planning and Budgeting
    - .21 Project Identification
    - .22 Project Scheduling
    - .23 Planning Documentation
  - 521.3 Funding Approval
  - 521.4 Facility Activation
- 522 Nonfixed Mail Processing Mechanization
  - 522.1 General
    - .11 Policy
    - .12 Definitions
    - .13 Responsibility
    - .14 Justification
  - 522.2 New Nonfixed Mechanization
    - .21 Procedures
    - .22 Procurement
    - .23 Deployment
    - .24 Savings
  - 522.3 Relocation
  - 522.4 Modification
  - 522.5 Development
    - .51 Development Phase
    - .52 Operational Phase
  - 522.6 Test and Evaluation of Commercially Available Equipment
    - .61 Purpose
    - .62 Types of Equipment Tested
    - .63 Procurement

530 Maintenance

- 531 General
  - 531.1 Scope
  - 531.2 Policy
    - .21 Definitions
    - .22 Primary Objectives of Maintenance Management
    - .23 Maintenance Echelons
    - .24 Safety
  - 531.3 Maintenance Categories
    - .31 Preventive Maintenance
    - .32 Corrective Maintenance
    - .33 Operational Maintenance
  - 531.4 National Maintenance Information and Control System (NMICS)
    - .41 Description
    - .42 Information Reported
    - .43 Reference
  - 531.5 Maintenance Capability
    - .51 Maintenance Capable Offices
    - .52 Offices without Maintenance Capability
  - 531.6 Maintenance Documentation
    - .61 Requirements
    - .62 Types of Documentation
    - .63 Maintenance Criteria
  - 531.7 Staffing Requirements and Authorizations
    - .71 Custodial and Plant Equipment
    - .72 Postal Equipment
    - .73 Maintenance Control and Tool and Parts Supply Room
    - .74 Self-Service Postal Equipment
- 532 Equipment Modifications and Configuration Control
  - 532.1 Configuration Control and Management
    - .11 Purpose
    - .12 Applicability
  - 532.2 Equipment Modifications
    - .21 Conditions
    - .22 Installation
    - .23 Documentation
- 533 Facility and Plant Equipment Maintenance
  - 533.1 General
    - .11 USPS/GSA Agreement
    - .12 Scope
    - .13 Standard Level User Charge (SLUC)
  - 533.2 Building Services and Management
    - .21 Custodial
    - .22 USPS-Owned Buildings
    - .23 GSA-Owned Buildings
  - 533.3 Repair and Initial Alteration Responsibilities
    - .31 Repairs
    - .32 Initial Space Alterations
    - .33 Special Requirements
  - 533.4 Building Maintenance
    - .41 USPS-Owned Buildings
    - .42 Leased or Rented Quarters
  - 533.5 Building and Grounds Cleaning
    - .51 Responsibility
    - .52 Cleaning Methods
    - .53 Supplies and Equipment
    - .54 Inspection of Detached Units
    - .55 Employee Housekeeping Committees
    - .56 Lookout Galleries

- 533.6 Repair and Alteration (R&A) Program
    - .61 Objectives
    - .62 Inspections
    - .63 R&A Programming
- 534 Postal Equipment Maintenance
    - 534.1 Types of Equipment
        - .11 Mail Processing Equipment
        - .12 Customer Service Equipment
        - .13 Delivery Service Equipment
        - .14 Support Equipment
    - 534.2 Repair Parts—Overhaul and Rebuild
        - .21 Sources
        - .22 Repair and Rebuild of Assemblies
        - .23 Equipment Overhaul
        - .24 Repair Parts Stockage
    - 534.3 Repair/Replacement Criteria
        - .31 General
        - .32 Fourth Echelon Maintenance
        - .33 Field Maintenance
- 535 Maintenance Service Contracts
    - 535.1 General
        - .11 Use
        - .12 Procurement of Contracts
        - .13 National Agreement Considerations
    - 535.2 Contract Criteria
        - .21 Removal of Ashes and Rubbish
        - .22 Cloth and Laundry Service
        - .23 Window Cleaning and Snow and Ice Removal
        - .24 Air Conditioning Service
        - .25 Elevator, Escalator, and Dumbwaiter Service
        - .26 Cleaning Services
        - .27 Other Contract Service
- 536 Area Maintenance Offices
    - 536.1 General
        - .11 Policy
        - .12 Responsibilities
        - .13 Reference
    - 536.2 Program Responsibility
        - .21 Headquarters
        - .22 Regions
        - .23 MSC Postmasters
    - 536.3 Program Administration
        - .31 AMO Staff Scheduling Assignments
        - .32 Controls and Reports
    - 536.4 Requesting AMO Assistance
        - .41 Routine Work
        - .42 Emergencies
    - 536.5 Requesting Spare Parts
    - 536.6 Contracting Authorities
        - .61 Associate Office Postmasters
        - .62 Procurement Services Offices (PSOs)

540 Energy Conservation, Fuels, and Utilities

- 541 Conservation of Energy
    - 541.1 Requirements
    - 541.2 Energy Contingency Planning
        - .21 Energy Shortages
        - .22 References
- 542 Fuels and Utilities
    - 542.1 Policy
        - .11 Local Purchase
        - .12 Obligation of Building Owner
        - .13 Type of Fuel
        - .14 Use During Summer Months
    - 542.2 Metered or Flat Rate Utility Services and Supplies
        - .21 Items Included
        - .22 Acquiring Service
        - .23 Responsibilities
        - .24 Rate Changes
        - .25 Billing and Payment
        - .26 Changes in Name and Address
        - .27 Rate Surveys
    - 542.3 Procurement of Nonmetered Heating Fuel
        - .31 Definition
        - .32 Authority
        - .33 Limitations
        - .34 Local Purchase
        - .35 Procurement through PSO
        - .36 Procurement of Fuel Oil over 2,000 Gallons through DFSC
        - .37 Postal Data Center Action
        - .38 Storage Tank Size

Chapter 6—Support Services

610 Research (reserved)

620 Industrial Engineering

- 621 Policy
- 622 Responsibilities
    - 622.1 Office of Industrial Engineering
    - 622.2 Regions
    - 622.3 Engineering Technical Units (ETUs)
- 623 Office of Industrial Engineering Functions
    - 623.1 Operations Programs Division
        - .11 Operations Programs Division
        - .12 Methods Development Branch
        - .13 Data Management Branch
    - 623.2 Engineering Systems Division
        - .21 Engineering Systems Division
        - .22 Mechanization Utilization Branch
        - .23 Process Analysis Branch
- 624 Regional Engineering Functions
    - 624.1 Engineering Division
    - 624.2 Operations Programs Branch
    - 624.3 Engineering Systems Branch
- 625 Engineering Technical Units

630 Marketing and Advertising

- 631 Policy
- 632 Responsibility
    - 632.1 General
    - 632.2 Expedited Mail Services
    - 632.3 Regular Mail Services
    - 632.4 Advertising
    - 632.5 Sales

- 632.6 Market Research
- 633 General Marketing Sales Management
  - 633.1 Marketing Plan
  - 633.2 Execution of Marketing Plans
    - .21 Headquarters
    - .22 Regions/Districts
    - .23 Management Sectional Centers
    - .24 Basis for Market Analysis
    - .25 Development and Testing
    - .26 Test Results
    - .27 National Implementation
  - 633.3 Elements of Marketing Program Management
    - .31 Market Research Preliminary Review
    - .32 Preliminary Marketing Program
    - .33 Budget and Other Resources
    - .34 Program Manager
    - .35 Marketing and Sales Objectives
    - .36 Site Selection
    - .37 Publicity
    - .38 Rate Development
    - .39 Field Relationships
- 634 Advertising Services
  - 634.1 Policy
  - 634.2 Responsibility
  - 634.3 Types
    - .31 Paid Advertising
    - .32 Public Service Advertising
  - 634.4 Support
  - 634.5 Advertising Plan
    - .51 Format
    - .52 Clearance and Approval
  - 634.6 Advertising Research
  - 634.7 Advertising Agency Management
- 635 Service Analysis
  - 635.1 Responsibility
  - 635.2 Purpose
  - 635.3 Types of Service Analysis
  - 635.4 Obtaining Service Analysis Support
    - .41 Initiating Formal Requests
    - .42 Direct Field Requests
  - 635.5 Test Procedures
    - .51 Service Analysis Request
    - .52 Formal Test Design Package
    - .53 Funding
  - 635.6 Test Procedures and Report
    - .61 Authorization for Support
    - .62 Responsibility for Test Program
    - .63 Field Cooperation
    - .64 Final Report
- 636 Market Research
  - 636.1 Policy
  - 636.2 Responsibility
  - 636.3 Types
  - 636.4 Problem Definition Statement
  - 636.5 Requests for Market Research
    - .51 Submission
    - .52 Content
    - .53 Modification
    - .54 Funding
  - 636.6 Report

640 Philatelic Marketing
- 641 Policy
- 642 Responsibility
- 643 Program Structure
  - 643.1 Retail Marketing
    - .11 Commemorative Stamps
    - .12 Philately
    - .13 Education and Field Support
    - .14 Philatelic Centers
  - 643.2 Direct and International Marketing
    - .21 Mail Order Marketing
    - .22 Subscriptions
    - .23 International

Chapter 7—Procurement and Supply

710 Procurement
- 711 General
  - 711.1 Policy
  - 711.2 Application
  - 711.3 Responsibility
    - .31 National
    - .32 Local Procurement Authority
- 712 Procedures
  - 712.1 General
  - 712.2 Services
    - .21 Description
    - .22 Requirements
    - .23 Emergencies
  - 712.3 Supplies
    - .31 Common Items
    - .32 Unique USPS Items
- 713 Fuels and Utilities
  - 713.1 Metered
  - 713.2 Nonmetered Heating Fuel and Utilities
  - 713.3 Bulk Vehicle Fuel
    - .31 Procurement Support
    - .32 Basic Pricing Agreement
    - .33 Limitations
    - .34 Procedure
- 714 Equipment
- 715 Property
  - 715.1 General
  - 715.2 Capital Property
  - 715.3 Noncapital Property
  - 715.4 Excess Property
- 716 Support
- 717 MSC Review
- 718 Shipping and Receiving
  - 718.1 Separation of Duties
  - 718.2 Checking Procedures

720 Supply Management
- 721 General
  - 721.1 Objective
  - 721.2 Responsibility
    - .21 National Program
    - .22 All Levels

721.3 Implementation
721.4 Definitions
  .41 Equipment
  .42 Supplies
  .43 Repair Parts
  .44 Personal Property
722 Development of Requirements
722.1 Policy
722.2 Requirements Forecasting
  .21 Equipment
  .22 Supplies and Repair Parts
722.3 Revalidation of Requirements
722.4 Consolidation of Requirements
722.5 Quantity determination
  .51 Factors Impacting on Quantity
  .52 Redistribution of Excess
  .53 Lead Times
723 Acquisition
723.1 Policy
723.2 Requisitioning
  .21 General
  .22 Supply Centers
  .23 General Services Administration (GSA)
  .24 Veterans Administration (VA)
  .25 Mail Equipment Shops
  .26 Other Agencies
724 Receiving, Storing, and Issuing
724.1 Policy
  .11 Responsibility
  .12 Examination and Inspection
  .13 Centralization of Supply Facilities
  .14 Duplication of Functions
.724.2 Supply Facilities
  .21 Supply Rooms—General Postal Supplies
  .22 Supply Rooms—Repair Parts
  .23 Equipment Storage Areas
724.3 Care of Supplies and Hazardous Commodities
  .31 Care and Preservation of Supplies
  .32 Storage of Hazardous Commodities
724.4 Security, Housekeeping, and Fire Protection
724.5 Safety Practices
  .51 Program
  .52 Responsibility
  .53 Guidance in Development of Safety Program
725 Inventory Control
725.1 Policy
725.2 General Procedures
  .21 Inventory and Accountability
  .22 Control of Issues
  .23 Review of Field Activities
725.3 Stock Levels
  .31 General
  .32 Supplies
  .33 Repair Parts
725.4 Recording and Accountability
725.5 Inventorying
  .51 Frequencies and References
  .52 Method
725.6 Order Quantities
725.7 Redistribution of Repair Parts
726 Property Control
726.1 Policy
726.2 Responsibility
  .21 Individual
  .22 Managers and Supervisors
727 Excess
727.1 Policy
727.2 Identification
727.3 Reporting
  .31 Property
  .32 Repair Parts
  .33 Supply Center Items
  .34 GSA Items
  .35 Motor Vehicles
  .36 Data Automation Equipment
  .37 Inspection Service Items
  .38 Self-Service Equipment
727.4 Responsibilities
727.5 Property Availability Lists
  .51 Preparation
  .52 Distribution
  .53 Use
727.6 Transfer
  .61 Condition
  .62 Transportation Costs
727.7 Financial Accounting
727.8 Disposition
728 Disposal
728.1 Policy
728.2 Disposal Authorities
728.3 Methods of Disposal
  .31 General
  .32 Disposal by Sale
  .33 Transfer to Other Federal Agencies
  .34 Donation
  .35 Destruction
728.4 Restricted Items
729 Area Supply Center Operation
729.1 Development of Requirements
729.2 Requirements Forecasting
729.3 Depot Storage
  .31 Stocks
  .32 Regional and Other Property
729.4 Inventory Control
  .41 General Responsibilities
  .42 Redistribution of Repair Parts
  .43 Funding for Repair Parts
729.5 Cataloging
  .51 Identification System
  .52 Item Numbers
  .53 Publications
  .54 Responsibilities

Chapter 8—Computer-Based Information Systems

810 General Information
811 Purpose

- 811.1 Scope
- 811.2 Applicability
- 811.3 Federal Regulations

- 812 Responsibilities
  - 812.1 Management Information Systems Department (MISD)
  - 812.2 User
  - 812.3 ADP Review Committee
    - .31 Purpose
    - .32 Functions
    - .33 Membership
- 813 MISD Organization
  - 813.1 Office of Operations
    - .11 General Functions
    - .12 Postal Data Centers
    - .13 Automatic Data Processing Centers
  - 813.2 Office of Information Requirements and Technology (OIRT)
  - 813.3 Resources Management Division (RMD)
  - 813.4 Telecommunications Division (TDC)
- 814 Regional Management Information Branch
- 815 Non-MISD Data Processing Centers

820 Information Systems Planning

- 821 General
  - 821.1 Purpose
  - 821.2 Definitions
    - .21 New ADP Requirement
    - .22 ADP Resources
    - .23 Exceptions
  - 821.3 Objectives
  - 821.4 New ADP Requirements Descriptions
    - .41 Annual Budget Call
    - .42 Form 3169
    - .43 Headquarters Review
- 822 Annual Information Systems Plan
- 823 ADP Project Proposals
  - 823.1 General
    - .11 Committee Approval
    - .12 Exceptions
  - 823.2 Preparation and Review Procedures
    - .21 Responsibilities
    - .22 Committee Review/Action
  - 823.3 Appeal

830 Information Systems Services

- 831 General
- 832 Categories
- 833 Administrative and Technical Consulting Services
  - 833.1 Types of Services
  - 833.2 Request for Services
    - .21 For Proposed Information Services
    - .22 For On-Line Information Services
- 834 Analysis and Programming Services
  - 834.1 Types of Service
  - 834.2 Request for Services
    - .21 General
    - .22 For National Systems
    - .23 For Non-National Systems
- 835 ADP Services
  - 835.1 General
  - 835.2 Types of Services
  - 835.3 Request for Services
- 836 Data Telecommunications Services
  - 836.1 Types of Services
  - 836.2 Request for Services
    - .21 General
    - .22 For Services Not Involving PSDS Network
    - .23 For Services Involving PSDS Network
- 837 Statistical Collection and Analysis Services
  - 837.1 Types of Services
  - 837.2 Responsibilities
    - .21 MISD
    - .22 Regional Finance Department
    - .23 Field Installations
  - 837.3 Request for Services
  - 837.4 References
- 838 On-Line Time-Sharing Services
  - 838.1 Types of Services
  - 838.2 Request for Services
    - .21 General
    - .22 Specific
  - Exhibit 837.4 Statistical Programs and Training References

840 Development Standards

- 841 Introduction
  - 841.1 Purpose
  - 841.2 References
- 842 Quality Assurance for Information Systems Development
  - 842.1 Purpose
  - 842.2 Responsibilities
    - .21 APMG, MISD
    - .22 Office of Operations
    - .23 Project Managers
- 843 Documentation
  - 843.1 Requirement
  - 843.2 Responsibilities
  - 843.3 Master Documentation File
  - 843.4 Types of Documentation
- 844 Systems Design
- 845 Computer Program Development
  - 845.1 Reference
  - 845.2 Standard Language
  - 845.3 Other Standards
- 846 Systems Testing
  - 846.1 General
  - 846.2 Management Review and Acceptance
    - .21 Review and Acceptance Phases
    - .22 Management Review of Acceptance Test
- 847 Systems Implementation
  - 847.1 Implementation Plan:
    - .11 Scope
    - .12 Responsibility
    - .13 Content
  - 847.2 Implementation Phase

.21 Scope
.22 Responsibility
.23 Post-Implementation Evaluation

850 Resource Management and Control

851 Introduction
  851.1 General
  851.2 Areas of Resource Management
852 Planning, Budgeting and Reporting
  852.1 Planning
    .11 Tactical Planning
    .12 Strategic Planning
    .13 Annual Information Systems Plan
  852.2 Budgeting
    .21 Initial Phase—Costing
    .22 Final Phase—Reporting
853 Acquisition
  853.1 Policy
  853.2 Scope
  853.3 Types of ADP Services Which May Be Procured
  853.4 Types of Contractual Documents Used
    .41 Full Competition, Request for Proposal (RFP)
    .42 Limited Competition Procurement
    .43 Noncompetitive (Sole-Source) Procurement
    .44 Interagency Agreements
854 Equipment and Information Systems Inventories
  854.1 Purpose
  854.2 ADP Equipment Inventory
  854.3 Information Systems Inventory
  854.4 Responsibilities
    .41 Resource Management Division
    .42 ADP Equipment Users
855 Resource Accounting System
  855.1 Description
  855.2 Responsibilities
    .21 RMD
    .22 USER
    .23 RAS Administrators
  855.3 Procedures
    .31 Charges
    .32 RAS Codes
    .33 Reports
856 Quality Assurance and Control
  856.1 Definitions
    .11 General
    .12 Reviews
    .13 Audits
    .14 Security
  856.2 Responsibilities
    .21 User
    .22 MISD
    .23 Inspection Service
Appendix A Directives Related to the ASM
Appendix B Privacy Act Systems of Records
Index

Chapter 1
Postal Organization

110 Organization and Responsibilities

111 General Organization

111.1 The U.S. Postal Service

The U.S. Postal Service (USPS) was established as an independent establishment within the executive branch of the Government of the United States under the provisions of the Postal Reorganization Act of August 12, 1970 (Public Law 91-375, 84 Stat. 719).

111.2 Board of Governors

.21 The Board of Governors consists of 11 members. Nine members (the Governors) are appointed by the President, by and with the advice and consent of the Senate. Not more than five Governors may be adherents of the same political party. The Governors are chosen to represent the public interest generally, may not be representatives of specific interests using the Postal Service, and may be removed only for cause. The Postmaster General, appointed by the nine Governors, and the Deputy Postmaster General, appointed by the Governors and the Postmaster General, are also voting members of the Board of Governors.

.22 The Board of Governors directs the exercise of the powers of the Postal Service; reviews the practices and policies of the Postal Service; and directs and controls its expenditures.

111.3 Postmaster General

.31 The Postmaster General (PMG) is the chief executive officer of the Postal Service and is responsible for its overall operation. The PMG is named and can be removed by an absolute majority of the nine Governors. (See Exhibit 111.3)

.32 The Postmaster General determines appeals from the actions of staff and department heads, except that in cases where he has delegated authority to make a decision to a subordinate, such subordinate may also determine appeals within the authority delegated.

.33 The Board of Governors has directed that the Postmaster General exercise the powers of the Postal Service to the extent that such exercise does not conflict with power reserved to the Board by law. The Postmaster General is authorized to direct any officer, employee, or agency of the Postal Service to exercise such of his powers as he deems appropriate.

111.4 Deputy Postmaster General

.41 The Deputy Postmaster General is the alternate chief executive officer of the Postal Service. The Deputy is appointed and can be removed by the Postmaster General and the Governors. The Deputy is a voting member of the Board of Governors. (See Exhibit 111.4.)

.42 The Deputy Postmaster General is required to perform all tasks as assigned by the Postmaster General. The Deputy acts as Postmaster General in the Postmaster General's absence or whenever a vacancy exists in the position of Postmaster General.

111.5 Groups, Departments, and Executive Committee

.51 Groups

Postal Service Headquarters is divided into six major units. These units consist of Information Resource Management and five groups: Administration, Employee and Labor Relations, Finance, Operations, and Postal Research and Technology. Each of the five groups is headed by a Senior Assistant Postmaster General (SAPMG). Information Resource Management is headed by an Executive Assistant. The SAPMGs for Employee and Labor Relations, Finance, and Postal Research and Technology report directly to the Postmaster General. The SAPMGs for Administration and Operations and the Executive Assistant for Information Resource Management report directly to the Deputy Postmaster General. The five SAPMGs and the Executive Assistant for Information Resource Management are responsible for the following activities within their assigned areas:

a. Program planning, direction, and review;
b. Establishment of policies, procedures, and standards; and
c. Operational determinations not within the full jurisdiction of field officers.

.52 Departments and Offices

These groups and Information Resource Management are in turn divided into departments or offices headed by either Assistant Postmasters General (APMGs) or Directors. The heads of these departments and offices report to and are responsible for assisting the SAPMGs and the Executive Assistant for Information Resource Management in carrying out their assigned activities.

.53 Units Reporting Directly to PMG

Certain other Headquarters units report directly to the Postmaster General. These include the Law Department, headed by the General Counsel; the Inspection Service Department, headed by the Chief Postal Inspector; the Executive Assistant to the Postmaster General; the APMG for Government Relations; the APMG for Planning; and the APMG for Public and Employee Communications.

.54 Executive Committee

.541 The Executive Committee is the established organization through which the Postmaster General and top staff collectively consider and act on major policy, planning, and other management control matters.

.542 The Executive Committee is composed of:

a. The Postmaster General, Chairman;
b. The Deputy Postmaster General;
c. SAPMG, Administration Group;
d. SAPMG, Employee and Labor Relations Group;
e. SAPMG, Finance Group;
f. SAPMG, Operations Group;
g. SAPMG, Research and Technology Group;
h. Executive Assistant for Information Resource Management;
i. APMG, Government Relations Department;
j. APMG, Public and Employee Communications Department;
k. APMG, Planning Department;
l. Chief Postal Inspector; and
m. General Counsel.

111.6 Postal Regions

.61 General. There are five postal regions. Each region is headed by a Regional Postmaster General (RPMG) who reports to the Deputy Postmaster General, and has overall responsibility for operational activities (except those reserved to Headquarters) of the Postal Service within the region. (See Exhibit 111.61)

.62 Departments. Each RPMG's office includes five departments—Mail Processing, Customer Services, Finance, Employee and Labor Relations, and Real Estate and Buildings. Each regional department is headed by a Regional Director who reports to the RPMG. While the Regional Directors, Employee and Labor Relations, report to the RPMG for administrative purposes, functional direction is provided by the SAPMG, Employee and Labor Relations.

.63 Divisions Reporting Directly to RPMG. In addition to the five departments, there is within each RPMG's office (a) a Law Division, headed by a Regional Counsel, and (b) a Public and Employee Communications Division, headed by a General Manager. The Regional Counsel and General Manager, Public and Employee Communications, report to the RPMG.

.64 Districts, MSCs, BMCs

.641 Postal regions are composed of districts headed by district managers whose organizational units are in turn composed of management sectional centers (MSCs) headed by MSC managers or MSC manager/postmasters, large independent post offices headed by postmasters, and bulk mail centers (BMCs) headed by BMC managers.

.642 Each district manager reports to the RPMG, and has line responsibility for postal operations (except those reserved to Headquarters and regions) in the MSCs, independent post offices and BMCs within the district area. (See Exhibit 111.642)

.643 Each sectional center manager/postmaster reports to a district manager, and has line responsibility for postal operations (except those reserved to Headquarters and regions) within the MSC area. (See Exhibit 111.643)

.644 Each BMC manager reports to a district manager, and has line responsibility for postal operations (except those reserved to Headquarters and regions) within the BMC. (See Exhibit 111.644)

.645 The General Manager, New York International and Bulk Mail Center, reports to the RPMG.

.646 The Postmaster, Chicago, IL, reports to the RPMG.

.65 Air Mail Facilities. The Air Mail Facilities at JFK New York and O'Hare Field, Chicago, are headed by operations managers who report to their district managers.

111.7 Officers

Officers serve at the pleasure of the Postmaster General. The following Officers of the Postal Service are appointed by the PMG: Senior Assistant Postmasters General, Executive Assistant for Information Resource Management, Regional Postmasters General, the General Counsel, Assistant Postmasters General, the Consumer Advocate, the Chief Postal Inspector, the Judicial Officer, and the Executive Assistant to the Postmaster General; also, the Controller and the Treasurer (who report to the APMG, Finance Department). The number of SAPMGs and APMGs is set by resolution of the Board of Governors. (See Exhibit 111.7.)

112 Delegations of Authority

112.1 Primary Delegation

.11 Authority for Delegation

.111 The Postmaster General is empowered to authorize any employee or agency of the Service to exercise any function vested in the Postal Service, in the PMG, or in any other Postal Service employee.

.112 The Deputy Postmaster General is the full alternate to the Postmaster General.

.113 When, by reason of absence, disability, or vacancy in office, neither the Postmaster General nor the Deputy Postmaster General can act as Postmaster General, the first available official on the following list will do so:

a. Senior Assistant Postmaster General, Administration:

b. Senior Assistant Postmaster General, Operations.

.114 The Postmaster General has been authorized by the Board of Governors to exercise the powers of the Postal Service to the full extent that such exercise is lawful.

.115 **The Executive Assistant to the PMG; the Executive Assistant for Information Resource Management; and the SAPMGs; the General Counsel; the Chief Postal Inspector; the Judicial Officer; the APMG, Government Relations Department; the APMG, Public and Employee Communications Department; and the APMG, Planning Department, act for the Postmaster General on assigned matters. These officers are authorized to exercise the powers and functions of the Postal Service under the Postal Reorganization Act, in respect to matters within their area of responsibility, except as limited by law or by the specific terms of their assignment.**

.116 Heads of departments or offices who report **to a Senior Assistant Postmaster General or the Executive Assistant for Information Resource Management (EAIRM) are authorized to exercise the powers and functions of that SAPMG or the EAIRM within the area of responsibility of their department or office, except as such authority may be reserved or rescinded by the SAPMG or the EAIRM or is limited by law or the terms of their specific assignment.**

.12 Media of Delegation

.121 All delegations of authority must be issued through official directives.

.122 Headquarters or regional officials shall not orally authorize postmasters to deviate from published instructions, except in emergencies. An oral authorization must be confirmed by a memorandum or order dated subsequent to the issuance date of the most recently published instructions on the subject. Postal inspectors shall charge as irregularities any improperly authorized deviations observed in the course of office inspections.

.13 Contents of Delegation

.131 Delegations of authority shall ordinarily be made by position title rather than by name of the individual involved. An officer or executive acting in the absence of a principal has the principal's full authority.

.132 When authority is delegated to an officer, the officers above him shall have the same authority. Delegated authority shall not extend to aides except when an aide serves on an acting basis (see 112.131) or unless the aide is specifically authorized by his superior to exercise such authority.

.133 A delegation must agree with the law and regulations under which it is made and contain such specific limiting conditions as may be appropriate.

112.2 Redelegation

Except as otherwise prohibited by law, or by a regulation that expressly prohibits redelegation, or by the terms of the delegation:

a. Head of groups, departments, or offices at Headquarters are authorized to redelegate any authority vested in them.

b. Regional Postmasters General or heads of regional departments, divisions, or branches are authorized to redelegate any authority vested in them subject to the condition that redelegation to members of a regional staff must be consistent with the then current regional organizational structure.

c. District managers are authorized to redelegate, subject to or within guidelines issued by the RPMG, any authority vested in them, provided that the redelegation is consistent with the current organizational structure.

d. PDC directors are authorized to redelegate any authority vested in them.

e. Heads of MSCs and other field installations are authorized to redelegate to members of their respective staffs any authority vested in them.

112.3 Authority to Approve Personnel Actions and Administer Oaths

.31 Delegation. The following are authorized to effect appointments, administer oaths of office for employment, and take other personnel actions:

a. SAPMG, Employee and Labor Relations, and APMGs, Employee Relations Department and Labor Relations Department;

b. Chief Inspector;

c. Regional Chief Inspectors;

d. Inspectors-in-charge;

e. Regional Postmasters General;

f. Heads of postal field installations including those reporting directly to specified departments in Headquarters or to Regional Postmasters General;

g. Officials occupying personnel services positions EAS-16 and above, when their positions include responsibility for functions such as recruitment, appointments, replacements, position changes and separations, and related personnel processing.

.32 Personnel Actions for Other Installations.

As specifically authorized by either the SAPMG, Employee and Labor Relations, or an RPMG, officers and employees listed in 112.31 may approve personnel actions for employees in offices or installations other than their own as a cross-service, as a central personnel office, or on a special need basis.

.33 Transfers of Accountability

In addition to other personnel authorized under this section, postal system examiners may administer oaths of office for employment at any post office in conjunction with transfers of accountability.

112.4 Authority to Administer Oaths Other than for Employment

.41 Employees Authorized. The following are authorized to administer oaths concerning matters other than employment:

a. Postal inspectors, with regard to any matter coming before them in the performance of their official duties;

b. Any member of a board who is assigned to conduct hearings or investigations in which sworn testimony, affidavits, or depositions are required and each officer or employee assigned to conduct such hearings or investigations;

c. Postmasters.

.42 Postmasters' Authority. Postmasters are required, empowered, and authorized, when requested, to administer oaths with a like force and effect as officials having a seal, as follows:

a. Expense Accounts. Accounts for travel or other expenses against the United States.

b. Customs Documents. At post offices where customs officers are not stationed, any oath required to be made to statements in customs documents by importers of merchandise by mail, not exceeding $100 in value.

c. Recruitment for Job Corps Program. Oaths of office to prospective Job Corps enrollees.

.43 Fees. Do not collect fees for these services. The United States will not reimburse postal employees for fees paid for administering oaths.

.44 Postmasters in Alaska as Notaries Public

a. Administer oaths and affirmations; take acknowledgments and make executive certificates thereof; and perform all other functions of a notary public within Alaska whenever a certification is necessary to comply with any Act of Congress or of the Legislature of Alaska.

b. When executing certificates of oath, affirmation, or acknowledgment, add the title *Postmaster* after your signature and give the name of the post office and date document is executed. Place legible postmark impression of the post office on the document.

c. Keep a record of all deeds and other instruments of writing acknowledged, relating to the title to or transfer of property. This record must be available to your successors, and is subject to public inspection.

.45 Fees for Notarial Service. An officer or employee who is a notary public shall not charge or receive compensation for notarial services for another officer or employee regarding Government business; nor for notarial services for any person during the hours of the notary's services to the Government, including the lunch period.

112.5 Authority to Designate Certifying Officers—Headquarters

.51 Delegation

The following are authorized to designate certifying officers at Headquarters for the items specified:

a. **Chief Inspector** . . . Payment from Special Deposit account; Disbursements for rewards based on PMG Notices of Reward; Payments from confidential funds; Salary payments for Special Investigation Division; Advances of funds for confidential purposes; Inspection Service travel advances, transportation of things; Payments for special analyses and services.

b. **General Counsel** . . . Payments relating to tort claims and claims under 39 USC 2603.

c. **SAPMG, Finance** . . . All other payments.

.52 Redelegation. The officials named in 112.51 are authorized to redelegate their authority to designate certifying officers. The redelegation shall be made by letter to the appropriate PDC disbursing officer and must bear the specimen signature of the person to whom the authority is redelegated.

.53 Designating Certifying Officers.

.531 Inspection Service and Law Department. Officials authorized to designate certifying officers (see 112.51) will complete Standard Form 210, *Signature Card for Certifying Officer,* in duplicate, for each PDC disbursing officer affected, to show:

a. Name of department for which vouchers will be certified.

b. Signature of certifying officer written exactly as he will sign vouchers.

c. Class of vouchers to be certified.

d. The official's signature and effective date.

.532 Other Departments and Offices. Other departments and offices requiring certifying officers will complete SF 210 in duplicate as prescribed in 112.531, except for signature and date. Both copies will be sent to the SAPMG, Finance.

.533 Submitting SF 210 to PDC Disbursing Officers. The Chief Postal Inspector, the General Counsel, and the SAPMG, Finance, or their designees shall send signed originals of SF 210 to each of the disbursing officers affected and retain duplicates. The documents will be the official designations of the employees named on the SF 210 as certifying officers.

.54 Maintaining Designations. Each group, department and office must keep current its designation of authorized certifying officers. When new or additional designations are made, the procedures for designating certifying officers contained in 112.5 shall be followed.

112.6 Authority to Designate Certifying Officers—Field

.61 Delegation. The following are authorized to designate certifying officers in PDCs and Inspection Service regions and divisions:

a. The Chief Postal Inspector for obligations of the Inspection Service.

b. PDC directors for obligations of all other regional functions.

c. The New York PDC Director for obligations for Headquarters functions except those under 112.51a and b and those certified by the SAPMG, Finance, or designee.

.62 Redelegation. The officials named in 112.61 are authorized to redelegate their authority to designated certifying officers. Redelegations shall be by letter to each disbursing officer affected, with the specimen signature of the person to whom authority is redelegated.

.63 Designating Certifying Officers

.631 Inspection Service. Regional Chief Postal Inspectors and Postal Inspectors-in-Charge are designated certifying officers, as limited by the Chief Postal Inspector. They are authorized to designate certifying officers for obligations incurred by the Postal Inspection Service. They will complete SF 210 in duplicate to show:

a. Postal Inspection Service region or division for which vouchers will be certified;

b. Signature of certifying officer written in the same manner that he will sign vouchers.

c. Class of vouchers to be certified.

d. Signature of the designating official and effective date. Regional Chief Postal Inspectors and Postal Inspectors-in-Charge are not authorized to redelegate their authority to designate authorized certifying officers.

.632 PDC Directors. Officers under direction of PDC directors will complete SF 210 in duplicate as in 112.631 except for signature and date. Both copies will be sent to the appropriate PDC director for completion.

.633 Submitting SF 210 to Disbursing Officer. The Regional Chief Postal Inspector, postal inspector-in-charge, and PDC director (or designees) sends the originals of SF 210 to each disbursing officer affected and keeps the duplicates. These will be the official designations of the employees named on the SF 210 as certifying officers.

.64 Maintaining Designations.

Each office under jurisdiction of the official named in 112.61 must keep current its designation of authorized certifying officers. When new additional designations are made, 112.61 shall be followed.

112.7 Delegation of Authority to SAPMG, Finance

.71 Delegation. The SAPMG, Finance, may take final action in his own name on:

a. Claims for overpayment of pay.

b. Relief of accountable officers of liability for loss.

c. Relief of accountable officers of liability for illegal, improper, or incorrect payments.

d. Certifying officers' accountability.

e. Deposit to and withdrawal from Postal Service fund.

f. Collection of debts due the Postal Service with the exception of those falling under the jurisdiction of the Chief Postal Inspector.

g. Adjustment of claims of postmasters and Armed Forces postal clerks, including the loss of funds or valuable papers from their official custody resulting from burglary, fire, or unavoidable casualty, with concurrence by the General Counsel in cases involving doubtful questions of law or fact.

.72 Redelegation. The SAPMG, Finance is authorized to redelegate all or part of the authority vested in him by 112.71 to such other officers or executives as he may deem appropriate.

112.8 Delegation to APMG, International Postal Affairs

The APMG, International Postal Affairs is authorized to sign Express Mail agreements with foreign postal administrations, and to sign technical agreements for the exchange of postal personnel and property with foreign postal administrations.

113 Relationships and Channels of Communication

113.1 Relationships

.11 Between Headquarters, Regions, and PDCs. Each Headquarters group, department, and office shall provide guidance and policy interpretation to regional officials in its area of responsibility except that the Employee and Labor Relations Group provides policy direction to the Regional Directors for Employee and Labor Relations. The Finance Group shall provide guidance and policy interpretation to postal data centers (PDCs).

.12 Between Regional Offices and District Offices. The Regional Postmaster General shall provide guidance and direction to the respective district managers within his region with the assistance of Regional Directors and their staffs in their areas of specialization.

.13 Between District Offices and MSCs. District Managers and staffs shall provide guidance and direction to their respective MSC managers or MSC managers/ postmasters for the guidance of postmasters under their respective jurisdictions. The MSC managers or MSC manager/postmasters provide guidance and direction to their respective associate office postmasters.

.14 Between District Offices and Independent Associate Offices. District managers and staffs shall provide guidance and direction to their respective independent associate office postmasters.

.15 Between District Offices and BMCs. District managers and staffs shall provide guidance and direction to their BMC managers.

113.2 Channels of Communication

.21 Headquarters and Regional Offices

.211 The heads of groups, departments, and offices formulate the necessary directives to provide guidance to regional officials. Direction of regional officials is provided on employee and labor relations matters by the SAPMG, Employee and Labor Relations, **and on other matters by the Deputy Postmaster General.**

.212 Policy directives (see 310) are issued over the signatures of the heads of the groups, departments, and offices covering matters within their responsibility, except when the Postmaster General or Deputy Postmaster General may wish to issue such directives personally. **Policy directives must be coordinated with other appropriate groups, departments and offices before issuance and reviewed and disseminated by the Executive Assistant for Information Resource Management, and, if within the authority of the issuer, shall have the same effect as though sent by the Postmaster General or the Deputy Postmaster General.**

.213 Guidelines and program implementation instructions and procedures not involving policy shall ordinarily be issued over the signature of the group, department, or office head having jurisdiction.

.214 Regional staff officials may communicate directly with the corresponding functional group, department, or office in Headquarters on matters within their area of jurisdiction. In addition, where authorized, they may also directly contact supporting Headquarters departments such as Law Department, Inspection Service Department, and Public and Employee Communications Department on technical matters not requiring administrative judgment of the Regional Postmaster General.

.22 Regional Offices and Installations

The regular channels of communication are:

a. Associate office postmasters, to and from MSC managers or MSC managers/postmasters.

b. MSC managers or MSC manager/postmasters to and from district managers;

c. Postmasters of large independent associate offices to and from district managers.

d. BMC managers to and from district managers **(except the manager, New York International and Bulk Mail Center). (See 117.2.)**

e. District managers to and from their Regional Postmasters General;

f. Heads of other postal installations, to and from their designated superiors as appropriate.

.23 Headquarters, Regional Offices, and Other Installations with PDCs

.231 The Finance Group provides the necessary directives to the PDCs. All other Headquarters communications to and from the PDCs shall be coordinated with the Finance Group. The Law Department and the PDCs shall maintain direct contact on matters relating to professional and policy guidance on claims.

.232 Regional offices and PDCs may communicate directly with each other.

.233 Other postal installations and PDCs may communicate directly on routine accounting matters. All other communications shall be coordinated with the regional staff.

114 Groups

114.1 Administration Group

.11 General

.111 The Administration Group is headed by the Senior Assistant Postmaster General, Administration, who reports to the Deputy Postmaster General. The Administration Group supervises and is responsible for the Judicial Officer, Procurement & Supply, Customer Services. Real Estate & Building, and International Postal Affairs.

.112 The SAPMG, Administration, participates in the planning and budget process, reviews and evaluates the budget requests of each Region for the areas under control of the Administration Group.

.113 The Administration Group is divided into five departments. The head of each reports to the SAPMG, Administration. (See Exhibit 114.1.)

.12 Judicial Officer

.121 Authority. The Judicial Officer is an independent officer, located within the Administration Group, who performs quasijudicial and other functions. (See Exhibit 114.121) He administratively supervises Administrative Law Judges and hears appeals from their decisions. He serves with them on the Board of Contract Appeals, of which he is exofficio Chairman. As directed by the Judicial Officer, the Associate Judicial Officer assists in the administration of the office and normally is the Acting Judicial Officer when the Judicial Officer is absent or unable to serve. The Associate Judicial Officer is the ex officio Vice Chairman of the Board of Contract Appeals. The Judicial Office has authority to:

a. Execute in his own name the final decision and order in proceedings authorized by section 1717 of title 18, and by sections 30001 (a), 3003, 3004, 3005, and 3007 of title 39, U.S.C., appeals from administrative denial, suspension or revocation of second-class mail permits, administrative proposals to refuse to rent, to renew the rental of, or to close a post office box and other proceedings authorized by Postal Service regulations to be brought before the Administrative Law Judge or the Judicial Officer;

b. Modify, suspend, or rescind any action heretofore taken (including any order issued) or which hereafter may be taken by the Judicial Officer pursuant to the powers, functions, authority, and duties vested in the Postmaster General and the Postal Service with respect to the matters covered by 114.111a;

c. Preside at the reception of evidence in proceedings where expedited hearings are requested by either party or are provided in rules of practice, and issue a tentative or a final decision in such cases;

d. Revise or amend the rules governing eligibility to practice before the Postal Service and to revise or amend the Postal Service rules of practice governing proceedings conducted under the Administrative Procedure Act (5 U.S.C. chapters 5 and 7) and in other proceedings in which the Judicial Officer is authorized to execute a final decision and order;

e. Name and delegate authority to an Acting Judicial officer;

f. Exercise jurisdiction over the Administrative Law Judges for administrative purposes only, but not to direct or participate in the initial decision of Administrative Law Judges in any proceeding;

g. Exercise such other authority as may be delegated to him.

.122 Decisions. Decisions and orders of the Judicial Officer made under the delegated authority shall be the final Postal Service decisions and orders except that the Judicial Officer may refer any proceeding to either the Postmaster General or the Deputy Postmaster General for final decision. The Judicial Officer does not determine the constitutionality of statutes nor the validity of Postal Service regulations. The Law Department and the Postal Inspection Service do not participate in or advise as to the decisions of the Judicial Officer in any proceeding.

.123 Office of Administrative Law Judge

a. Administrative Law Judges are appointed and qualified as prescribed by law. They preside at administrative hearings involving alleged violations of postal laws or conflicts arising over second-class mail permits and other proceedings as provided by Postal Service regulations.

b. Initial decisions prepared by Administrative Law Judges become final Postal Service decisions unless an appeal is taken to the Judicial Officer. Administrative Law Judges do not determine the constitutionality of statutes nor the validity of Postal Service regulations.

c. The Administrative Law Judges are under the jurisdiction of the Judicial Officer for administrative purposes only, in the same manner as are Administrative Law Judges assigned to independent regulatory commissions.

.124 Board of Contract Appeals

a. The Board of Contract Appeals is the authorized representative of the Postmaster General to hear and decide appeals from decisions of contracting officers when and to the extent such appeals are expressly authorized by the terms of any contract to which the Postal Service of the United States is a party. The Chairman of the Board of Contract Appeals is authorized to promulgate rules of procedure for the Board of Contract Appeals. These duties shall be performed by the members of the Board of Contract Appeals in addition to their regular duties in the Postal Service.

b. The Board of Contract Appeals of the Postal Service is composed of the Judicial Officer as Chairman, the Associate Judicial Officer as Vice Chairman, and the Administrative Law Judges of the Postal Service. In general, appeals are assigned to a panel of at least three members of the Board.

.13 Procurement and Supply Department

.131 The Procurement and Supply Department is headed by the Assistant Postmaster General, Procurement and Supply. It exercises policy authority over procurement activities in general, including those areas which are common to both mail transportation, the real estate and buildings functions, and other types of procurement, but excluding those issues which by reason of law or custom are unique to mail transportation contracting, or the real estate and buildings functions. (See Exhibit 114.13.)

.132 It is responsible for:

a. Direction and review of all procurement activities in the field and at Headquarters except mail transportation contracting and the real estate and buildings function.

b. Managing the Postal Service's intellectual property.

c. Publishing and maintaining a *Postal Contracting Manual* containing procurement regulations covering all procurement activities of the Postal Service.

d. Managing Headquarters operating services, including printing, library, telephone switchboard, and Headquarters building maintenance and repair.

e. Controlling and administering supplies and inventories for the entire Postal Service.

.14 Customer Services Department

The Customer Services Department is headed by the Assistant Postmaster General, Customer Services. (See Exhibit 114.14.) It is responsible for:

a. Analyzing, developing, adjusting and marketing of all postal products and services.

b. Establishing policy for and functional management of, the Postal Service's sales operations; and providing functional guidance to the regional customer services departments.

c. Managing the design, production, and distribution of postage stamps and postal stationery.

d. Representing the interests of individual consumers, responding to consumer needs and problems.

e. Conducting market research and diagnostic service analysis.

f. Establishing liaison with postal customers, including planning and conducting the National Postal Forum.

g. Developing and executing the Postal Service's advertising and promotion programs.

.15 Real Estate and Buildings Department

The Real Estate and Buildings Department is headed by the Assistant Postmaster General, Real Estate and Buildings. (See Exhibit 114.15.) It is responsible for acquisition, design, construction, modification, repair, improvement, and disposition of postal facilities and real estate. This includes:

a. Formulating, administering, and reviewing policies, programs, and procedures for the design, acquisition, management, repair, upkeep, improvement, and disposal of real property used or to be used by the Postal Service, and of utilities and building equipment.

b. Exercising procurement authority of the Postal Service over real estate, real estate facility design and construction services contracts, including repair and improvement.

c. Advising and assisting operating organizations and regions in establishing building project priorities based on financial and technical considerations.

d. Designing facilities, including maintainability and utilities; constructing facilities, taking energy conservation considerations into account and installing utilities and mechanization.

e. Providing technical guidance during the phase-in of new facilities and mechanization, and conducting postinstallation reviews to evaluate prior planning and plant and equipment design and arrangement.

f. Providing for installation of conventional mechanization systems.

g. Developing procurement policies in those areas unique to real estate, architect-engineer, and construction contracting, including repair and improvement.

h. Providing functional guidance to the regional Real Estate & Buildings Departments and Maintenance Management Divisions;

i. Providing energy conservation policies and plans for new postal facilities.

.16 International Postal Affairs Department

International Postal Affairs Department is headed by the Assistant Postmaster General, International Postal Affairs. (See Exhibit 114.16) It is responsible for:

a. Provision of policy guidance on the international postal affairs of the U.S. Postal Service;

b. Representation of the United States in the Universal Postal Union (UPU) and Postal Union of the Americas and Spain (PUAS);

c. USPS liaison with all foreign postal administrations;

d. Negotiation, conclusion and administration of bilateral and multilateral postal treaties and agreements with foreign governments;

e. Liaison with the Department of State;

f. Maintenance of an information exchange program with selected foreign postal administrations; and

g. Management of technical cooperation activities with respect to the training of foreign postal officials in the United States, the exchange of USPS and foreign postal officials, and the programming and conduct of visits of foreign postal officials.

114.2 Employee and Labor Relations Group

.21 General

.211 The Employee and Labor Relations Group is headed by the Senior Assistant Postmaster General, Employee and Labor Relations, who reports to the Postmaster General. (See Exhibit 114.2.) It is responsible for:

a. Establishment, implementation, and monitoring of broad goals, policies, and procedures for all employee and labor relations functions;

b. Establishment of appropriate policy for achieving labor relations goals and activities associated with collective bargaining and contract negotiation;

c. Determination of program emphasis for activities conducted by the Employee Relations Department, and Labor Relations Department;

d. Providing advice to the Postmaster General on collective bargaining agreement negotiation, contract administration, and grievance and arbitration administration precedents;

e. Coordination and analysis of the Employee and Labor Relations Group financial, directives control and planning activities;

f. Administration of the Special Job Evaluation Review Panel;

g. Maintenance of liaison with the management associations for consultation meetings; and

h. Providing functional guidance to the regional Employee and Labor Relations Departments.

.212 The Employee and Labor Relations Group consists of two departments, each headed by an Assistant Postmaster General.

.22 Employee Relations Department

The Employee Relations Department is responsible for the development, implementation, and monitoring of a comprehensive employee relations program for the Postal Service. (See Exhibit 114.22.) This includes:

a. Administration of medical, safety, environmental improvement, and injury compensation programs.

b. Administration of all managerial, technical, and employee training programs;

c. Establishment and monitoring of postmaster and employee selection and performance evaluation policies and procedures, including associated personnel actions and records programs;

d. Provision for employee career development programs;

e. Administration of the system-wide employee and labor relations computer-oriented information system;

f. Determination of non-bargaining discipline policies, practices, and procedures;

g. Administration and monitoring of Postal Service policies and programs for equal employment opportunity including affirmative action, evaluation and appeals; and the special emphasis programs for alcoholic recovery, career opportunities for women, and employment of the handicapped;

h. Administration of programs to improve the quality of working life in the Postal Service;

i. Administration of an executive career development program;

j. Provision of policy interpretation and program guidance on employee relations matters to the regional employee relations division through the SAPMG, Employee and Labor Relations Group;

k. Development and implementation of policies and programs for job evaluation, analysis, and review, and associated appeals procedure;

l. Establishment of a comprehensive program of compensation services, including all aspects of wage and salary administration, employee benefits; and suggestions and incentive awards;

m. Development and implementation of policies and programs for new and revised organization structure and staffing patterns for all bargaining and nonbargaining unit positions, including control and revision of functional statements for all organizational units;

n. Administration of Headquarters personnel services.

.23 Labor Relations Department

The Labor Relations Department (see Exhibit 114.23) is responsible for:

a. Negotiation and interpretation of all collective bargaining agreements entered into by the USPS;

b. Providing for coordination, development, and implementation of programs affecting all bargaining unit employees;

c. Determination of the appropriate craft designation of new or changed jobs;

d. Establishment, implementation, and monitoring of a national policy concerning reassignments of bargaining unit employees;

e. Development of policies and procedures for the national grievance and arbitration programs; and

f. Provision of policy interpretation and program guidance on labor relations programs to the regional labor relations division through the SAPMG, Employee and Labor Relations Group.

114.3 Finance Group

.31 General

.311 The Finance Group is headed by the Senior Assistant Postmaster General, Finance, who reports to the Postmaster General. (See Exhibit 114.3.) It is responsible for:

a. Policy and functional guidance to field organizations and activities in the areas of finance, postal rates and classification, and management services.

b. Control of Postal Service systems relating to management information, budget and accounting, financial planning, postal rates and classification, and management services.

.312 The Finance Group consists of two departments, each headed by an Assistant Postmaster General, and one office, headed by a Director. The Postal Service Records Officer is also located within this Group.

.32 Finance Department

The Finance Department is headed by the Assistant Postmaster General, Finance. It is divided into the offices of Controller, Treasurer, and Financial Planning and Systems. (See Exhibit 114.32.) The Department is responsible for:

a. Forecasting and meeting the Postal Service requirements for long term capital and short term borrowing.

b. Investing Postal Service funds and prescribing and monitoring practices governing cash management. It works with other officials in developing credit management policies.

c. Developing the systems and specifying the standards and schedules for the Postal Service's budget process; analyzing budget requests and making recommendations to the Postmaster General on budget levels. It continually analyzes Postal Service performance against operating plans.

d. Developing accounting policy and procedures; operating the financial reporting program and maintaining accounting controls throughout the Service.

e. Assisting the Customer Services Department in developing money order program policy.

f. Also, analyzing the long-range business outlook for the postal system, including the anticipated socioeconomic environment and alternative business opportunities, and conducting studies on which to base recommendations for new or modified policies.

.33 Rates and Classification Department

(See Exhibit 114.33.) The Rates and Classification Department designs and maintains the Postal Service rate and classification structure; develops and administers standards and procedures relating to cost analysis and attribution, and related functions; forecasts mail volumes; and makes and defends recommendations to the Postal Rate Commission in conjunction with the Law Department.

.34 Office of Management Services. The Office of Management Services is headed by the Director of Management Services. This Office:

a. Serves as the principal advisor and central analytic staff on the evaluation and design of management systems and services;

b. Plans and conducts Service-wide studies of management, administrative, paperwork, and operational support systems; recommends changes to correct identified deficiencies; and installs improved systems and methods.

c. Maintains liaison with the General Accounting Office and establishes contact with other Federal agencies and private industry with regard to advanced management techniques.

d. Maintains liaison with the General Accounting Office and establishes contact with other Federal agencies and private industry with regard to advanced management techniques.

.35 Records Officer. The Postal Service Records Officer has responsibility for the retention, security, and privacy of Postal Service records; authorizes their preservation and disclosure; and orders their disposal by destruction or transfer (see 350).

114.4 Operations Group

.41 General

.411 The Operations Group is headed by the Senior Assistant Postmaster General, Operations, who reports to the Deputy Postmaster General. The Operations Goup:

a. Has overall responsibility for all facets of the processing and delivery of mail, including collection, sortation, distribution and transportation throughout the Postal Service. Operations establishes and evaluates policies related to these functions, establishes and evaluates retail operations, and is responsible for insuring the consistent achievement of service standards.

b. Establishes and evaluates programs to reduce costs for labor, transportation, supplies, and other services.

c. Directs field engineering and associated technical personnel, except those under direction of the Real Estate and Buildings Department.

d. Establishes requirements for facilities and centrally procured mechanization and for their effective utilization.

e. Establishes and evaluates national facility and equipment maintenance policies and approves regional plans and budgets.

.412 The Operations Group is divided into three departments and one office, each reporting directly to the SAPMG, Operations. (See Exhibit 114.4.)

.42 Mail Processing Department

.421 This Department is headed by an Assistant Postmaster General who has managerial and budgetary responsibility for the distribution, processing, and transportation of all mail throughout the Postal Service and to foreign countries, and to, from, and between U.S. military installations outside the United States. (See Exhibit 114.42.)

.422 The Department is responsible for:

a. Planning and developing a national mail routing and transportation system and monitoring the performance of each region with respect to achievement of transportation and processing standards, and productivity goals.

b. Exercising policy authority over procurement issues which, by reason of law or custom, are unique to mail transportation contracting.

c. Budget review and approval for all regional mail processing functions.

.43 Delivery Services Department

.431 This Department is managed by an Assistant Postmaster General who has managerial and budgetary responsibility for all Postal Service city and rural collection and delivery functions, retail services, and operation and maintenance of the postal fleet. (See Exhibit 114.43.)

.432 The Department is responsible for:

a. Establishment of policy and procedures for handling of undeliverable-as-addressed mail and for distribution programs which affect the delivery of mail by carriers or the delivery of mail through lockboxes, caller service, or general delivery.

b. Providing management direction relating to the consolidation, establishment, and/or discontinuance of any delivery service function and its associated facility.

c. Development, testing, and implementation of productivity improvement programs for all facets of the collection, delivery and fleet operations.

.44 Engineering and Technical Support Department

This Department (see Exhibit 114.44) is headed by an Assistant Postmaster General who is responsible for:

a. Planning and approving all USPS requirements for postal facilities and centrally procured mechanization;

b. Establishing standards for the effective use of mechanization and facility resources;

c. Establishing national policy and programs for the repair and maintenance of facilities and of mail processing, customer service, and delivery equipment;

d. Developing engineering policy and providing technical services and functional guidance to field engineering in order to improve productivity and reduce operating costs; and

e. Establishing and implementing engineering programs in support of postal cost and service objectives.

.45 Operating Policies Office

This office is managed by the Director, Operating Policies, who has overall responsibility for policy-making and for directing the SAPMG's administrative staff. Responsibilities include:

a. Providing operational policy, planning and direction for field units.

b. Providing administrative services for the Operations Group.

c. Evaluation of regional budgets and their execution, regional service and productivity performance, and regional adherence to policy actions and programs.

d. Serving as point of contact with other Headquarters organizations and between Headquarters departments and the regions in explanation of national service procedures and policies, and

e. Representing the Operations Group in all aspects of labor and employee relations.

114.5 Research and Technology Group

.51 General

.511 The Research and Technology Group is headed by the Senior Assistant Postmaster General, Research and Technology, who reports to the Postmaster General. (See Exhibit 114.5.) It has overall responsibility for the direction of strategic planning, applied research and development of new technology, and the design of new systems and equipment.

.512 The Research and Technology Group is divided into three units whose heads report to the SAPMG, Research and Technology.

.52 Office of Operations Research and Technology Planning. The office of Operations Research and Technology Planning is responsible for:

a. Directly assisting the Senior Assistant Postmaster General, Research and Technology, in the executive direction and control of the Postal Service through its reports in operations research and technical planning;

b. Planning and identifying technological trends and developments and their relationship to the economic environment and potential impact on the USPS in the next 5-15 years.

c. Developing technological approaches for the realization of long-range business target operations, identification of the technological requirements of these operations, and the evaluation of their potential economic and operational effectiveness for nationwide implementation;

d. Planning programs for development and implementation of technology and engineering for new management systems;

e. Monitoring and influencing the interaction between the Postal Service and the external technological environment, assessing the impact of Federal agency programs and those of the nation's business and academic communities in technical areas, and maintaining awareness of the international postal technical environment:

f. Directing support for the establishment of capital investment policies and decisions relating to the use of technology in the present and future postal environment.

.53 Research and Development Laboratories. The Research and Development Laboratories are headed by the Executive Director, Research and Development. (See Exhibit 114.53.) R & D Labs are responsible for:

a. Development and application of new technology to mail handling problems;

b. Conducting original research to develop and promote new concepts and approaches to systems and mechanization for the collection, processing and delivery of mail;

c. Monitoring new developments over a broad spectrum of technology and assessing them for possible application to Postal Service functions;

d. Design and development of new equipment, and equipment modifications;

e. Operating the Postal Laboratory conducting research, test, and evaluation programs.

.54 International Electronics Message System Office. The International Electronics Message System Office is responsible for exploring potential new international electronic message systems, and negotiating and monitoring contracts to demonstrate the feasibility of international transmission of electronic messages.

114.6 Information Resource Management

.61 General

.611 Information Resource Management (IRM) is headed by the Executive Assistant for Information Resource Management, who reports to the Deputy Postmaster General. (See Exhibit 114.61.) IRM is responsible for:

a. Formulating and administering information policy within the Postal Service;

b. Providing guidance to the USPS in utilizing information technologies as key resources;

c. Developing strategies to improve the level of information management systems that will reduce or avoid USPS operating costs, increase productivity, and increase flexibility of information systems;

d. Applying technology and deploying resources to achieve information resource strategies;

e. Directing and maintaining the Postal Service information plan;

f. Implementing the business systems plan;

g. Directing the information systems planning, design, and development process; the USPS information quality assurance process; and support of telecommunications services.

h. Planning and administering all IRM organization, employee, contracting, facility, and funding resources necessary to accomplish the IRM functions.

.612 Information Resource Management consists of one department headed by an Assistant Postmaster General, two offices, each headed by a Director and the National Information Resource Center (NIRC). See Exhibit 114.612. All these unit heads report to the Executive Assistant for Information Resource Management.

.62 Management Information Systems Department

The Management Information Systems Department (MISD) (see Exhibit 114.62) is responsible for:

a. Providing data processing support services for the USPS, including advice on acquisition and development of data processing equipment;

b. Establishing appropriate policy and procedures with regard to computer-based information systems;

c. Planning, developing policies, and managing a national point-to-point data communications system satisfying USPS requirements;

d. Reviewing and approving USPS requirements for telephone switchboards (PBX), radio systems, intercommunication and sound equipment, low speed data transmission systems (teletype and facsimile), and data transmission lines;

e. Operating Postal Data Centers (PDC), Automated Data Processing Centers (ADPC);

f. Providing payroll processing and distribution services, accounting services, and funds disbursement services under policy direction of the Finance Department;

g. Providing computer programming and information systems analysis service;

h. Providing functional guidance to the regional Management Information Branches;

i. Maintaining liaison with professional groups concerned with ADP technology, teleprocessing statistics, and operations research.

.63 Office of Data Management

The Office of Data Management is responsible for:

a. Planning for efficient utilization of USPS data resources;

b. Planning for efficient utilization of USPS data resources;

c. Directing the creation of the systems architecture and administering the utilization of data classes within the architecture;

d. Establishing and administering the procedure for data access and storage;

e. Managing the use of data base management technologies and techniques on all USPS computers; and

f. Directing the USPS forms and directives control functions.

.64 Office of Planning and Development

The office of Planning and Development is responsible for:

a. Developing all management information planning, and providing strategic information on trends which may affect Postal Service information needs.

b. Developing and implementing the information systems plan;

c. Defining the USPS Business Systems Planning Report (BSP), controlling the information requirements systems development, and coordinating the acquisition of resources required for implementation.

d. Directing and administrating the USPS Office Automation Program.

115 Departments Reporting Directly to PMG

115.1 Law Department

.11 The Law Department is headed by the General Counsel who reports directly to the Postmaster General. (See Exhibit 115.1.)

.12 The Law Department:

a. Serves as legal advisor to the Postmaster General, Deputy Postmaster General, and the entire Postal Service. This includes making rulings, giving advisory opinions, drafting or approving legal instruments, and representing the Service in administrative proceedings and in judicial proceedings as authorized;

b. Interprets laws in relation to the Postal Service;

c. Institutes and maintains administrative proceedings in the consumer protection area;

d. Prepares the legislative program of the Postal Service, and prepares and submits reports and testimony on all legislation introduced in Congress that would affect the Postal Service;

e. Is responsible for publication of regulations in the Federal Register;

f. Manages the regional and field programs that are under the jurisdiction of the General Counsel and operates directly the field program in the area of labor relations law;

g. Administers activities under the Tort Claims Act, and other personal injury and physical loss claims;

h. Maintains liaison with other elements of the government on legal matters and determines questions concerning legal relations between the Postal Service and government agencies;

i. Renders legal services concerning employee and labor relations matters;

j. Furnishes legal support in connection with all procurement and contracting activities;

k. Performs legal services in connection with proceedings before the Postal Rate Commission.

l. Acts as agent for the receipt of legal process on behalf of the Postal Service and the Postmaster General and other Headquarters officials resulting from the performance of their official functions;

m. Provides legal services in connection with denials and revocations of second-class mailing privileges in proceedings before hearing examiners and the Judicial Officer;

n. Represents Postal Service contracting officers before the Board of Contract Appeals;

o. Administers the Ethical Conduct Program; and

p. Interprets postal treaties and conventions.

115.2 Inspection Service Department

.21 The Inspection Service Department is headed by the Chief Postal Inspector, who reports directly to the Postmaster General. (See Exhibit 115.2.)

.22 The Inspection Service is responsible for:

a. Protection of the mails, enforcement of postal laws, plant and personnel security, postal inspection, and internal audits.

b. In accordance with applicable policies, regulations, and procedures, carrying out investigations and presenting evidence to the Department of Justice and U.S. Attorneys in investigations of a criminal nature.

c. Also, undertaking operating inspections and audits for the Postal Service.

.23 The Chief Postal Inspector acts as security officer and defense coordinator for the postal establishment, maintaining liaison with other investigative and law enforcement agencies of the Government.

115.3 Government Relations Department

The Government Relations Department is headed by the Assistant Postmaster General, Government Relations, who reports directly to the Postmaster General. (See Exhibit 115.3.) It is responsible for:

a. Cooperation between the U.S. Postal Service and Members of Congress, other Federal agencies within the executive branch, the White House, and other officials at all levels, of state and local government.

b. Advising Postal Service officials on legislative and other policy matters in public areas involving congressional committees or individual Congressmen.

c. Maintaining liaison with Members of Congress and their staffs for the purpose of consulting and providing information as requested on specific legislation and on Postal Service policies and operations, and (except for the Law Department, as to matters within its responsibilities) is the Postal Service's spokesman in this regard.

115.4 Public and Employee Communications Department

The Public and Employee Communications Department is headed by the Assistant Postmaster General, Public and Employee Communications, who reports directly to the Postmaster General. (See Exhibit 115.4.) It is responsible for the interchange of information with employees and the public and for assuring that all information disseminated is consistent with management policies and practices.

115.5 Planning Department

The Planning Department is headed by the Assistant Postmaster General, Planning, who reports directly to the Postmaster General (See Exhibit 115.5). It is responsible for:

a. Assisting departments in developing and coordinating comprehensive, effective plans and programs in accordance with the goals and objectives set by the Postmaster General and the Board of Governors;

b. Identifying and forecasting economic, political, social, technical, and market trends and events affecting the Postal Service;

c. Formulating alternative business strategies and projecting long range business targets as a basis for setting goals and objectives.

115.6 Executive Assistant to PMG

The Executive Assistant to the Postmaster General is a principal advisor to the Postmaster General on matters of the highest level involving organization, administration, and policy formulation and issuance; performs special functions as directed by the Postmaster General; reports directly to the Postmaster General; serves as secretary to the Executive Committee (see 111.54.); has coordination responsibility for Board of Governors meetings; and is also the Postmaster General's designee as the USPS liaison official to receive requests from the Postal Rate Commission for general information and for arranging Commission visits to postal installations. (See ASM 415 and Exhibit 111.3).

116 Postal Regions

116.1 Designation of Five Postal Regions

.11 Northeast Region. Includes the states of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, northern New Jersey served by ZIP Codes 070–079 and 088–089, New York served by ZIP Codes 090–098 and 100–129, and the Caribbean Islands. The Northeast Regional Headquarters is in New York City, New York.

.12 Eastern Region. Includes the District of Columbia, the states of Delaware, Maryland, Pennsylvania, Virginia, West Virginia, southern New Jersey served by ZIP Codes 080–087, and New York served by ZIP Codes 130–149. The Eastern Regional Headquarters is in Philadelphia, Pennsylvania.

.13 Southern Region. Includes the states of Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, and Texas. The Southern Regional Headquarters is in Memphis, Tennessee.

.14 Central Region. Includes the states of Illinois, Indiana, Iowa, Kansas, Kentucky, Ohio, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, and Wisconsin. The Central Regional Headquarters is in Chicago, Illinois.

.15 Western Region. Includes the states of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming, and the Pacific Islands including the Trust Territory. The Western Regional Headquarters is in San Bruno, California.

116.2 Regional Postmaster General

.21 Responsibilities. Each postal region is headed by a Regional Postmaster General (RPMG), who reports to the Deputy Postmaster General. (See Exhibit 111.61.) The RPMG is responsible for:

a. Operating all postal installations (except those installations reserved to Headquarters) within the region, in keeping with policies and directives issued by Headquarters, to accomplish high quality, efficient postal service;

b. Efficiently implementing Headquarters policies and programs within the region; and

c. Reporting information that is necessary for planning and action by Headquarters.

.22 Authority. Each RPMG exercises the functions and powers of the Postal Service with respect to postal operations within the region (except those functions and powers reserved to Headquarters). This includes authority over:

a. Appointment, promotion, transfer, discipline, and dismissal or other separation of Postal Service personnel within the Region, under policies and directives issued by Headquarters, consistent with the authority of the SAPMG, Employee and Labor Relations Group.

b. Preparation and submission of regional budgets to Headquarters; and

c. Planning and implementing regional capital improvement and maintenance programs, under policies and directives issued by Headquarters.

116.3 Regional Mail Processing Department

.31 General

.311 The Regional Mail Processing Department is headed by the Regional Director, Mail Processing, who reports to the RPMG. The Regional Mail Processing Department, within Headquarters policies and directives, is responsible for:

a. Identifying present and future mail processing and transportation requirements;

b. Developing budgets to support its activities;

c. Managing the procurement and use of transportaton services within the Region;

d. Providing functional and technical guidance on engineering activities;

e. Determining, developing, and implementing regional requirements for postal facilities and centrally procured non-fixed mechanization;

f. Assisting in the preparation of the regional capital plans;

g. Directing the building services, building equipment, and postal operating equipment maintenance programs, and coordinating the operation of the bulk mail centers;

h. Implementing and monitoring quality control and other programs to improve mail service and productivity;

i. Providing functional guidance to distribution activities;

j. Measuring the performance of operating units and assisting to improve quality and productivity; and

k. Serving as liaison between Headquarters functional groups and mail processing personnel at postal facilities.

.312 Within the Regional Mail Processing Department, there are three divisions and one branch whose managers report to the Regional Director, Mail Processing.

.32 Logistics Division

.321 This division, headed by the General Manager, Logistics Division, is generally responsibile for insuring efficient and expeditious transportation of mail within the Region, and administering the regional logistics systems. It plans the regional mail network and transportation schemes, insures effective use of Postal Service transportation capability, and procures necessary interregional transportation.

.322 It is specifically responsible for:

a. Conducting review and evaluation of the distribution procedures used in regional mail processing activities, and insuring that necessary improvements are carried out;

b. Insuring effective and correct procurement and administration of transportation services by regional, district, and postal installation personnel, within their area of authority, including the procurement of necessary contract vehicle services;

c. Insuring that mail processing and transportation requirements are fully coordinated with the start up of new facilities and modifications to existing facilities, and preparing associated operating plans;

d. Providing necessary regional mail transportation and distribution services, including planning, administration, and performance evaluation services;

e. Developing, implementing, and monitoring quality control and service standards programs;

f. Providing guidance to field logistics offices;

g. Coordinating the operations of the bulk mail centers;

h. Controlling mail equipment services;

i. Assuring regional adherence to Headquarters guidelines;

j. Maintaining communications with transportation companies, and contractors, and with large mailers;

k. Conducting on-site review of the distribution, routing, and dispatch procedures used in regional mail processing activities, and recommending improvements, and their implementation;

l. Providing regional coordination with Headquarters policies and directives;

m. Developing, implementing, and monitoring regional logistics services and transportation systems; and

n. Overseeing the activities of from four to eight field Transportation Management Offices. (See 118.21.)

.33 Maintenance Management Division

.331 This division headed by the General Manager, Maintenance Management Division, is generally responsible for building services, building equipment, and postal operating equipment maintenance programs.

.332 It is specifically responsible for:

a. Developing and monitoring regional plant and equipment maintenance service;

b. Providing policy and program direction and technical assistance to postal installation maintenance personnel;

c. Approving all regional maintenance service contracts, and directing the maintenance contracting program to insure efficient use of contract services;

d. Identifying field maintenance training requirements through the Employee and Labor Relations Department;

e. Directing the program for review and evaluation of the maintenance requirements of existing and proposed equipment and recommending changes in design and operating procedures to correct or prevent operating and maintenance problems;

f. Supervising the regional energy conservation program; and

g. Assuring regional adherence to Headquarters guidelines.

.34 Engineering Division

.341 This division, headed by the General Manager Engineering Division, is generally responsible for providing a broad range of services to assist operating management in meeting schedule, quality, productivity, and cost goals. It provides engineering services and technical guidance particularly in industrial engineering; plans, manages and monitors the regional productivity and mechanization improvement programs, providing program analysis and evaluation; and helps develop the regional capital plan.

.342 It is specifically responsible for:

a. Providing regional coordination with Headquarters, consultants, and private engineering, contracting, and manufacturing firms;

b. Developing plans and preparing schematic drawings of the layout of mail processing systems and activities;

c. Providing in-house drafting services;

d. Providing mechanization systems manuals for new and modernized facilities;

e. Developing technical criteria for equipment layout and space requirements, and determining those requirements;

f. Assisting in the preparation of functional design specifications for facilities projects, and project and budget authorizations for mechanization and facilities projects, except those included in national systems;

g. Assisting in the planning, installation, and phasing in of mechanizations and postal equipment;

h. Conducting studies to improve techniques for developing performance expectancy and reducing costs;

i. Assisting in the development of basic planning data for regional requirements;

j. Monitoring the productivity of mail processing, and analyzing that activity, to provide performance data for the budget review process; and

k. Assisting in the identification of building maintenance problems, and recommending solutions for those problems.

.35 Operational Requirements Branch

This branch, headed by the Manager, Operational Requirements Branch, is responsible for:

a. Determining, developing, and implementing short- and long-range regional requirements for postal facilities and centrally procured non-fixed mechanization;

b. Insuring that all affected regional and field organizations are aware of these requirements, and that supporting activities are properly planned and phased;

c. Coordinating all operating decisions related to facility and non-fixed mechanization requirements;

d. Insuring optimum use of plant and equipment through continual evaluation;

e. Recommending the relocation of equipment to enhance postal operating efficiency;

f. Establishing regional priorities for facility replacement and equipment deployment; and *g.* Coordinating the phasing in and occupation of new facilities.

116.4 Regional Customer Services Department

.41 General

.411 The Regional Customer Services Department is headed by the Regional Director, Customer Services, who reports to the RPMG. Within guidelines and directives from Headquarters, the Customer Services Department is responsible for:

a. Implementing Postal Service programs related to sales management, delivery management, and retail management;

b. Implementing policies and procedures for staff support to customer service field representatives and retail and delivery programs;

c. Developing and analyzing studies of sales, retail, and delivery management;

d. Developing budgets to support its activities;

e. Approving allocation of resources for delivery vehicle requirements; and

f. Providing guidance in the establishment and implementation of Postal Service sales, retail, and delivery programs.

.412 Within the Customer Services Department there are two divisions whose heads report to the Regional Director.

.42 Customer Programs Division

.421 This division, headed by the General Manager, Customer Programs Division, is generally responsible for advising the Regional Director, Customer Services, on customer programs, use of postal lobby facilities and employees, lobby program management, self-service postal facilities, and contract stations. It produces revenue through the sale of new and existing Postal Service products, promotes customer cooperation, and manages retail merchandising programs.

.422 It is specifically responsible for:

a. Establishing regional sales and revenue objectives;

b. Assisting Headquarters management to develop an annual sales plan, and preparing progress reports on that plan;

c. Regularly auditing effectiveness in meeting sales objectives;

d. Organizing sales meetings, training programs, and meetings with Postal Service officials to exchange customer information;

e. Establishing cost savings and revenue objectives for field customers services units;

f. Using Headquarters support to carry out training and career development programs for customer service representatives;

g. Preparing progress reports to regional management on customer cooperation, in relation to specific financial objectives;

h. Supporting national customer service programs, and seeking the cooperation of the general public;

i. Supporting the regional Postal Customer Council program;

j. Providing a regional channel of communication and maintaining regular contact with large mail users on technical matters and service needs, and implementing programs of mutual benefit to the mailer and the Postal Service;

k. Assisting Headquarters staff to secure customer participation in the National Postal Forum;

l. Analyzing customer complaints and providing summary reports on these complaints;

m. Analyzing operating reports and reviewing statistics for the Region and subordinate units;

n. Providing, on demand, diagnostic testing of specific customer mailing systems and situations, and staff support for the analysis of local services studies;

o. Executing and monitoring retail sales programs, including point-of-sale retail transactions and merchandising activities, and supervising retail sales activities in postal facilities, contract stations, and automated facilities.

p. Providing technical guidance to customer service representatives and retail personnel;

q. Developing a retail services budget for lobby improvement, expansion, and retail facilities;

r. Using justification and site-location surveys to establish contract stations, mobile retail outlets, and self-service postal units, and directing the maintenance management program for these facilities and site-location services;

s. Assisting the Employee and Labor Relations Department in carrying out training programs to improve window service;

t. Assisting the Headquarters Customer Services Department in studies intended to imporve service and work methods;

u. Working with equipment contractors and Postal Service engineers to improve customer support and window equipment;

v. Mechanizing retail postal services, including the maintenance and improvement of postal vending equipment;

w. Directing a lobby improvement program, including the installation and testing of new lobby services and products; and

x. Assisting Headquarters in the marketing, testing, and promotion of new postal services.

.43 Delivery Division

.431 This division, headed by the General Manager, Delivery Division, is generally responsible for advising the Regional Director, Customer Services Department, in the development and management of delivery and collection programs, deployment of delivery services facilities, and vehicle services programs. It has overall responsibility for fleet management, including vehicle use and safety, vehicle maintenance facilities, and environmental protection programs. It has functional and program responsibility for postal city and rural carriers and box delivery star routes.

.432 It is specifically responsible for:

a. Meeting regional delivery standards;

b. Creating budgets for delivery programs;

c. Maintaining communication with technical and advisory groups regarding delivery systems and technology;

d. Working with the Customer Programs Division to determine the service performance of delivery functions;

e. Analyzing delivery requirements and planning methods of delivery;

f. Working with Headquarters Delivery Services Department to improve delivery services and work methods;

g. Through districts, implementing and monitoring a region-wide program of mail collection;

h. Reviewing collection schedules and procedures and initiating changes to improve service and efficiency;

i. With the Regional Logistics Division, coordinating the implementation of mechanization and distribution programs affecting the collection and delivery of mail;

j. Assisting Headquarters to implement training and development programs to improve the performance of delivery and collection personnel;

k. Responding to customer complaints concerning delivery and collection;

l. Providing for the control and use of postal-owned and hired vehicles;

m. Establishing vehicle safety requirements, payload capacity, and transportation performance standards;

n. Establishing, with appropriate officials, the number of vehicles required;

o. Preparing financial and budget reports concerning fleet management;

p. Working with Headquarters to predict vehicle obsolesence and long-range budgetary requirements;

q. Establishing vehicle maintenance facility, dock and maneuvering area, containerization, and transportation engineering requirements, postal logistics support, and two-way radio vehicle control;

r. Continuing the driver training program; and

s. Maintaining the fleet, training maintenance personnel, and developing regional vehicle maintenance policies consistent with national programs.

116.5 Regional Finance Department

.51 General

.511 The Regional Finance Department is headed by the Regional Director, Finance, who reports to the RPMG. It is responsible for directing the financial, procurement, and administrative support for the Region, and developing budgets to support the regional activities within directives provided by Headquarters. It provides technical and functional guidance to district and postal facility finance and procurement personnel.

.512 Within the Regional Finance Department there are two divisions and two branches whose heads report to the Regional Director, Finance.

.52 Budget and Cost Division

This division is headed by the General Manager, Budget and Cost Division. It is generally responsible for the regional budget control and cost and investment analysis programs; and directs financial planning and control, budget formulation and control, and cost analysis and cost/benefit analysis for capital expenditures. It is specifically responsible for:

a. Providing financial and operational services to regional, field, and national Headquarters organizations;

b. Preparing and issuing budget calls, and developing the regional budget for management approval; and

c. Providing technical guidance in financial control and budget preparation and analysis to field postal installations.

.53 Management Information Branch

This branch, headed by the Manager, Management Information Branch, is responsible for:

a. Planning, developing, implementing, and operating the regional management information system;

b. Implementing national management information system policies and objectives;

c. Managing all activities relating to data gathering programs essential to providing accurate, relevant, and timely financial, operational, and statistical information for all levels of management;

d. Coordinating the developing and implementation of management information systems by identifying requirements for new and revised programs; and

e. Analyzing and interpreting the output of data systems to report performance and operational trends.

.54 Accounting and Revenue Protection Division

This division, headed by the General Manager, Accounting and Revenue Protection Division, is responsible for:

a. Providing control, revenue protection, and functional direction for postal facilities and field accounting management within the region;

b. Providing guidance on regional mailing requirements;

c. Managing special accounting studies and cost reports;

d. Monitoring reports provided by the Postal Data Center;

e. Contacting banking and investment officials used for Postal Service activities throughout the region;

f. Coordinating, with Headquarters, the region, and postal installations within the region, proper accounting procedures for postmaster accountability for retail sale of postal related items and other related programs.

.55 Procurement Division

This division, headed by the General Manager, Procurement Division, is generally responsible for the development, direction, and implementation of regional procurement, supply management, property use, telecommunications, and regional office administration. It is specifically responsible for:

a. Organizing and planning the procurement of supplies, equipment, and services for regional offices and regional field activities;

b. Initiating and awarding contracts as provided in Publication 41, Postal Contracting Manual;

c. Developing procurement requests, and preparing or assembling the specifications, drawings, and purchase descriptions required to support procurement requests;

d. Coordinating the collection and collation of data for short- and long-range forecasts of regional requirements;

e. Allocating contractor production and depot inventory to meet field unit needs within established priorities;

f. Establishing controls over, and monitoring orders to contractors and other sources of supply;

g. Establishing controls over, and monitoring supply and equipment inventories for all regional activities.

h. Establishing controls and records necessary to distribute regional supplies and equipment to meet operational requirements;

i. Identifying and arranging for disposal of excess equipment and supplies;

j. Establishing procedures and guidelines to implement the principles of supply policy provided by Headquarters;

k. Planning and monitoring administrative and office management procedures, and supplying general office services including reproduction centers, mail services, messenger services, travel ticket controls, stenographic pools, and building maintenance and control services where required;

l. Directing and implementing all regional telecommunications programs within Headquarters policies, and reviewing the adequacy of regional telecommunications systems relative to use and essential needs;

m. Developing engineering plans and specifications for the installation of telephone, data circuitry and associated equipment, and intercommunication and sound equipment for new regionally constructed facilities;

n. Maintaining and controlling inventories of major telephone system, teletypwriter, and facsimile equipment within each region; and

o. Providing technical assistance to regional personnel to help them resolve operating problems.

p. **Providing functional direction to the Procurement Services Offices (PSOs) within the region, defining and controlling the mission, activities, and scope of work performed by the PSOs. This also includes necessary official travel.**

116.6 Regional Employee and Labor Relations Department

.61 General

.611 The Regional Employee and Labor Relations Department is headed by the Regional Director, Employee and Labor Relations Department, who reports to the RPMG. It is responsible for the development, implementation, and auditing of employee relations, labor relations, and compensation plans, policies, standards, and procedures within the region, in accordance with policies established by the SAPMG, Employee and Labor Relations, and within legal and regulatory requirements.

.612 Within the Regional Employee and Labor Relations Department there are three divisions whose heads report to the Regional Director, Employee and Labor Relations Department.

.62 Employee Relations Division

.621 This division, headed by the General Manager, Employee Relations Division, is generally responsible for directing, managing, and controlling the employee relations program within the region, ensuring the proper administration of equal employment opportunity, employee services, women's and manpower development programs.

.622 It is specifically responsible for:

a. **Developing, implementing, managing, and monitoring the employee services program, including personnel services, environmental services, employee health and medical services, safety programs, and injury compensation.**

b. Administering nonbargaining postal and Civil Service appeals procedures, and assisting in the response to congressional inquiries;

c. Managing manpower development and personnel management programs, including programs for recruitment, staffing, placement, and training, and systems for career and organizational development designed to meet regional requirements and Service-wide goals;

d. Managing the regional postmaster selection board;

e. Developing and managing the Postal Service equal employment opportunity affirmative action program to insure compliance with existing Federal and postal regulations and policies;

f. Reviewing equal employment opportunity appeals initiated in the region, and making recommendations for their resolution; and

g. Coordinating and monitoring the contract compliance program.

.63 Compensation Division. This division, **headed by the General Manager, Compensation Division, is responsible for:**

a. Implementing, administering, and maintaining comprehensive programs involving salary, wages, and employee benefits, including life insurance, health, retirement, leave, and unemployment compensation;

b. Managing the administration and maintenance of a job evaluation system for bargaining and nonbargaining positions, including a support system of position audits and position descriptions;

c. Conducting research and developing implementation plans to support the organization staffing program;

d. Managing the regional organization planning and staffing control function, including implementation and maintenance of field organization structures to insure organizational consistency and compatibility, minimizing functional duplications, and providing maximum operating efficiency and economy;

e. Managing, planning, and administering the Postal Service wage and salary program; and

f. Insuring compliance with the Fair Labor Standards Act.

g. Implementing, managing, and monitoring personnel information systems.

.64 Labor Relations Division

.641 This division, headed by the General Manager, Labor Relations Division, is generally responsible for directing and controlling the labor relations program and insuring the proper administration of national and local agreements. It provides advice, direction, and assistance to management on labor relations, including procedures affecting bargaining unit personnel, and insures compliance with the National Labor Relations Act.

.642 It is specifically responsible for:

a. Managing the processing and resolution of employee grievances arising under the national and local labor agreements, as delegated to the region;

b. Administering Postal Service grievance and arbitration appeals procedures;

c. Managing arbitration, including preparing cases for arbitration, and assessing the impact of arbitration decisions.

d. Coordinating the official interpretation of national and local labor agreements.

116.7 Regional Real Estate and Buildings Department

.71 General

.711 This department is headed by the Director, Real Estate and Buildings Department, who reports to the RPMG.

.712 The Regional Real Estate and Buildings Department, within guidelines and directives from Headquarters, is responsible for:

a. Acquiring or leasing real property and fixed mechanization, planning, design, construction, modification, repair, and improvement of all USPS owned and leased facilities;

b. Monitoring and enforcing the lessor's maintenance responsibility under lease agreements;

c. Disposing of owned and leased real property;

d. Planning long- and short-range facility programs to meet operational requirements;

e. Providing design and construction services;

f. Planning and contracting for repairs and improvements to provide a safe and suitable working environment, and to protect Postal Service facility capital investments;

g. Preparing its budget;

h. Developing and maintaining systems to insure budget and fiscal control and the timely availability of facility management information data; and

i. Providing major support for the integration, planning analysis, and project definition necessary to secure the approval of the facility capital investment program.

.713 Within the Real Estate and Buildings Department there are two divisions whose heads report to the Director, Real Estate and Buildings. In addition, there are field real estate and buildings offices (FREBOs), whose heads report directly to the Director, Real Estate and Buildings. (See 118.22.) There are two to four FREBOs per region.

.72 Design and Construction Division

.721 This division is headed by the General Manager, Design and Construction Division, and is generally responsible for directing the regional facilities design and construction program for buildings, site improvements, and fixed mechanization, including functional guidance and technical assistance to the FREBOs.

.722 It is specifically responsible for:

a. Assisting in the selection and evaluation of sites for proposed postal facilities;

b. Directing the preparation, negotiation, and awarding of professional service and construction contracts for all projects within the region;

c. Monitoring FREBO performance of contracting officer authority other than real estate contracting authority delegated to that level;

d. Providing regional policy for fixed mechanization and building design, repair, improvement, modernization, and expansion;

e. Monitoring architect/engineer selection, contract administration other than lease contracts, design production and review, cost engineering, and bid document preparation other than bid documents for leased facilities, and distribution;

f. Performing advertising, bid evaluation, construction contract administration, mechanization equipment installation, and final acceptance for projects other than lease projects, and participating in occupancy coordination for such projects;

g. Assisting to develop and perform cost benefit analysis of projects submitted to both the Regional and Headquarters Capital Investment Committees for review and approval;

h. Providing major assistance in, or executing completely when directed, the development of functional design specifications for major regional projects administered by Headquarters, including architectural planning;

i. Assisting to develop functional interior layouts, and coordinating architectural planning and functional interior layouts with the Operational Requirements Branch and other interested offices to meet long- and short-range plans for regional space and mechanization requirements;

j. Providing technical support in the development of a regional facilities repair and improvement program; and

k. Preparing and implementing regional building and fixed mechanization design and construction standards and criteria.

.73 Real Estate Division

.731 This division, headed by the General Manager, Real Estate Division, is generally responsible for managing the regional real estate program, including acquisition by purchase or lease, space management, and disposal of all postal real estate, and the implementation and continual evaluation of related policies and procedures.

.732 It is specifically responsible for:

a. Maintaining liaison with the public, representatives of industry and the business community, local government officials, and Federal agencies regarding the postal real estate program;

b. Developing short- and long-range real estate plans for the region;

c. Developing the regional real estate budget;

d. Providing technical and financial real estate information to support the facilities planning process;

e. Managing real estate contracting;

f. Establishing and maintaining real property records, and reporting and control systems;

g. Within Headquarters guidelines, developing and administering regional regulations related to Federal requirements for the acquisition, management, and disposal of real estate;

h. Training and developing all regional real estate personnel through the Employee and Labor Relations Department;

i. Providing functional guidance and technical assistance on all real estate matters to the FREBOs, and monitoring FREBO performance on all real estate matters;

j. Monitoring and enforcing lessor maintenance responsibilities for leased properties and the appeal of excessive assessments; and

k. Establishing and implementing an effective space management and use program for postal facilities.

116.8 Regional Public and Employee Communications Division

.81 This division is headed by the General Manager, Public and Employee Communications Division, who reports to the RPMG.

.82 It is generally responsible for preparing and disseminating news and information materials, guiding communications personnel within the Region, and maintaining contact with media representatives and other information outlets. It is specifically responsible for:

a. Developing and distributing guidelines and directives for the preparation of news and information material;

b. Organizing and conducting communications training seminars and discussions for regional staff and facility personnel;

c. Arranging for visual aids and exhibiting information materials;

d. Preparing and distributing regional news items to media representatives;

e. Contributing to internal employee newsletters;

f. Visiting subordinate postal facility organizations to audit the local communications program;

g. Preparing speeches for regional officials;

h. Responding to inquiries from media and civic representatives; and

i. Preparing budgets for personnel, materials, and travel expenses, as well as other communications costs.

116.9 Regional Counsel, Law Division

.91 The Regional Counsel reports directly to the RPMG. Under the professional guidance and supervision of the General Counsel, he directs a staff of attorneys who provide legal advice, opinions, services, and support for regional postal officials and postmasters in all areas except labor relations matters and such other subjects as may be specifically reserved by the General Counsel.

.92 The Regional Counsel:

a. Furnishes legal advice, opinions, and support to the Regional Postmaster General, regional officials and postmasters, the Inspection Service, and PDCs concerning Federal, state, and local statutes which may affect the Postal Service;

b. Reviews and interprets contracts, deeds, leases, and other legal documents which may affect the Postal Service;

c. Acts as closing attorney, prepares title opinions, and handles other legal matters relating to real estate transactions;

d. Seves as a member of a regional contract negotiation team whenever the contracting officer believes the size and complexity of a procurement action warrant its use;

e. Represents postal contracting officers in cases before the Board of Contract Appeals, as may be directed by the General Counsel;

f. Acts for the General Counsel to review tort claims by and against the Postal Service, and adjudicates such claims within limits set by the Regional Postmaster General and the General Counsel;

g. Has authority to concur with the head of a procuring activity in the Region to determine appropriate action on protests against the award of a contract under PCM Sec. 2, 407.8(c), as amended from time to time;

h. As directed by the General Counsel, assists labor attorneys of the Postal Service in connection with labor disputes and related matters;

i. Conducts administrative hearings pursuant to 39 CFR Part 916 and renders decisions on alleged violations of the pandering statute, 39 U.S.C. 3008;

j. Acts as counsel for the Postal Service in litigation to garnishee employee wages;

k. Rules on delivery of disputed mail;

l. Furnishes legal advice and opinions to the Regional Postmaster General under the Code of Ethical Conduct for Postal Employees, 39 CFR Part 447, and assists in the administration of that Code;

m. Furnishes legal advice and opinions to regional officials in the application of statutes and regulations pertaining to the admissibility and classification of mail;

n. Acts as agent on behalf of the Regional Postmaster General and other regional headquarters officials for the receipt of legal process resulting from the performance of their official functions;

o. As directed by the General Counsel, provides legal services in connection with denials and revocations of second-class mailing privileges in regional proceedings before administrative law judges and the Judicial Officer; and

p. Except in labor relations matters, acts as liaison with U.S. attorneys in suits against the U.S. Postal Service.

.93 The Regional Postmaster General shall not change the duties and responsibilities of the Regional Counsel without the prior approval of the General Counsel.

117 Field Organizations

117.1 Districts

.11 General

District managers report to the RPMG. They are responsible for managing and directing their staff and the managers of MSCs, in the implementation of Postal Service programs and policies, to assure effective and efficient mail processing and delivery operations within the district.

.12 Responsibilities

a. Provides policy and program direction for all support activities and operating facilities;

b. Evaluates the operations of postal installations and modifies operational procedures if required;

c. Directs the preparation and administration of the district budget;

d. Guides the preparation of operating plans and approves and implements these plans;

e. Provides direction and control of retail sales and delivery programs;

f. Provides direction and control of distribution activities;

g. Provides policy guidance for capital requirements;

h. Implements management development programs established by Headquarters;

i. Provides direction and control of bulk mail center operations within the district (except those functions and powers reserved to the region and Headquarters).

117.2 Bulk Mail Centers

.21 General

Each BMC manager reports to the district manager of the district in which the center is located (except the General Manager, New York International and Bulk Mail Center, who reports to the Regional Postmaster General). The BMC manager is responsible for managing and directing the operation of a BMC in the implementation of Postal Service programs and policies, to assure effective and efficient processing and transportation of bulk mail within the BMC service area, and in areas where its operations affect other BMCs in the network.

.22 Responsibilities

a. Provides policy and program direction for all support activities and operations within the BMC;

b. Manages operations of the BMC, evaluates performance, and modifies operational procedures, if required;

c. Directs the preparation and administration of the BMC budget;

d. Prepares operating plans for bulk mail operations within the assigned area, and implements the plans as approved by the region and Headquarters;

e. Guides bulk mail distribution activities within the service area;

f. Develops and justifies capital requirements;

g. Implements management development programs established by Headquarters; and

h. Implements employee and labor relations policies and programs within the bulk mail centers.

117.3 Management Sectional Centers (reserved)

117.4 Associate Offices (reserved)

117.5 Independent Facilities (reserved)

118 Administrative Supporting Facilities

118.1 Headquarters Activities

.11 Inspection Service

.111 Regions. Inspection Service Regions, headed by Regional Chief Postal Inspectors, who report to the Chief Postal Inspector, are responsible for:

a. Management of national and regional Inspection Service programs, and for policies, standards, and guidelines.

b. Coordination with other Federal or local agencies on security, audit, and law enforcement matters.

c. Protection of the mails, enforcement of Postal laws, plant and personnel security, Postal inspection, and internal audits.

.112 Divisions. Inspection Service Divisions, headed by postal inspectors in charge, who report to Regional Chief Inspectors, are responsible for inspection and investigation activities within specific geographic boundaries of a Region, with particular attention to:

a. Theft, loss, obstruction, desertion or mistreatment of mail;

b. Mail fraud and false representations;

c. Mailing of obscene and indecent matter;

d. Burglary, assault, and robbery involving Postal property, funds, or employees;

e. Financial irregularities, including embezzlement, forgery, or falsification of Postal records or securities;

f. Failure to pay postage, and misuse of franking or penalty mail;

g. Violations of the Private Express Statutes;

h. Audit of post offices, services, and operations.

.12 Procurement and Supply Department

.121 Supply Centers. Supply centers are headed by General Managers, who report to the APMG, Procurement and Supply. Supply centers are responsible for:

a. Procurement, storage, issue and transportation of basic supplies and equipment needed to operate Postal facilities, and repair of certain equipment.

b. Directing the management of Mailbag Depositories; Mailbag Depositories and Repair Centers; the Computerized Label Printing Division, and the Stamped Envelope Agency.

.122 Mail Equipment Shop. The Mail Equipment Shop is headed by the Plant Manager, who reports to the APMG, Procurement and Supply. The Mail Equipment Shop is responsible for:

a. Manufacture of mail bags, sacks and pouches;

b. Manufacture of L.A., Arrow, Serial and Rotary locks, and lock keys;

c. Manufacture of hardware items for mail security and customer service lobby equipment.

.13 Mail Processing Department—MTSC

Maintenance Technical Support Center (MTSC) is headed by a Field Director who reports to the Director, Office of Maintenance Management, Mail Processing Department. MTSC is responsible for:

a. Developing policies, programs, methods, and standards for maintenance of buildings (including plant equipment), and for customer services, delivery services, mail processing and MISD equipment;

b. Providing technical support and certain field service for maintenance operations.

.14 Employee Relations Department—OTD

.141 General. Office of Training and Development (OTD) is headed by a Director who reports to the APMG, Employee Relations. OTD is responsible for training and development programs to support job performance requirements, career development objectives, postal management systems and equipment technologies. OTD operates the following four units (See Exhibit 118.141).

.142 Operating Services Division. Administers approved correspondence training programs for postal employees, including craft training materials for Postal Employee Development Centers.

.143 Management Academy. Develops and administers specialized training programs for craft, professional, supervisory, managerial, and executive postal personnel, and is responsible for training operations at four field center locations.

.144 Technical Center. Develops and administers technical maintenance training and related support programs for postal personnel.

.145 National Test Administration Center. NTAC, headed by a field manager who reports to the General Manager, Employment and Placement Division, is responsible for:

a. Receipt and processing of requests to post examination announcements;

b. Preparation and distribution of registers of eligibles, notices of ratings and other related documents.

.15 Management Information Systems Department

.151 Postal Data Centers. PDCs, headed by Directors, who report to the Director, Office of Data Processing, MISD, are responsible for:

a. Accounting, accounts payable, payroll, money order disbursing, claims and loss settlement, and other financial services;

b. Systems analysis, computer programming, and other systems development activities;

c. Data preparation, data processing, teleprocessing, and other computer services.

.152 Automatic Data Processing Centers. ADPCs, headed by General Managers, who report to the Director, Office of Data Processing, MISD, are responsible for:

a. Providing data transmission services through the Postal Source Data System (PSDS) communications network;

b. Providing specialized system development related to such service;

c. Technical assistance to field organizations during installation and initial operations of PSDS.

.16 Law Department—Regional Labor Counsels

.161 Relationships. The Regional Labor Counsel reports to the Assistant General Counsel, Labor Law Division (field). The Regional Labor Counsel directs a staff of attorneys who provide legal advice, opinions, representation, and support for regional and field postal officials in all matters relating to employee and labor relations.

.162 Responsibilities

a. Furnishes legal advice, opinions, and support regarding employee and labor relations matters to the RPMG, regional officials and postmasters, the Inspection Service and PDCs arising under USPS collective bargaining agreements, and Federal, State, and local statutes which may affect the Postal Service;

b. As directed by the Assistant General Counsel, Labor Law Division (field), prepares formal litigation materials and assists the Department of Justice in the trial and appeal of all litigation by or against the Postal Service in all cases relating to employee and labor relations matters;

c. Represents the Postal Service in all cases before the National Labor Relations Board in which the Postal Service is a party;

d. Represents the Postal Service in matters before federal and state administrative agencies which administer employee-oriented laws which deal with such matters as unemployment compensation, workers' compensation, and workers' safety programs;

e. Represents the Postal Service in all assigned arbitration cases arising under Postal Service collective bargaining agreements;

f. Represents the Postal Service and provides legal advice, as requested, in adverse action and equal employment opportunity cases involving postal employees before the Office of Personnel Management;

g. As designee of the General Counsel, provides advice and recommendations to postal management concerning proposals to issue letter of adverse actions to postmasters in the NCD Schedule or in levels 23 and below of the EAS schedule.

118.2 Regional Activities

.21 Mail Processing Department—TMOs

Transportation Management Offices (TMOs) are headed by managers, who report to the General Manager, Regional Logistics Division, TMOs are responsible for:

a. Procuring mail transportation and related services, including contracting for air taxi, highway, bus, rail, inland domestic water transportation, and emergency transportation;

b. Control and inventory of empty mail equipment;

c. Coordination and assistance to major mailers in makeup and movement of large volume mailings;

d. Assistance in makeup of plant loaded mail;

e. Coordination with mail processing centers, MSCs, and BMCs on transportation of mail.

.22 Real Estate and Buildings Department—FREBOs

Field Real Estate and Buildings Offices (FREBOs) are headed by managers, who report to the Regional Director, Real Estate and Buildings Department. They are responsible for:

a. Executing the regional facilities program within the area served by the FREBO, which includes helping develop functional design specifications, providing technical assistance to an average of five district offices, and investigating and evaluating sites for proposed postal facilities;

b. Purchasing, leasing, disposing of, and managing real estate and space within the jurisdiction of the FREBO;

c. Negotiating and awarding professional service, construction, acquisition, and lease contracts for projects within the jurisdiction of the FREBO;

d. Directing contract functions, including architect/engineer selection and contract administration, design production and review, cost engineering, bid document preparation and distribution, advertising, bid evaluation, construction contract administration, lease contract administration, and final acceptance;

e. Assisting in occupancy coordination of regional projects within the jurisdiction of the FREBO; and

f. Reviewing postal facility plans and specifications provided by lessors under contract to the Postal Service, and coordinating within its area of jurisdiction all real estate and building matters with other interested parties in the Postal Service.

.23 Procurement Services Offices (PSOs)

Procurement Services Offices (PSOs) are headed by managers who functionally report to the regional General Managers, Procurement Division, and administratively report to district managers. PSOs are responsible for:

a. **Contracting for supplies, services and equipment requirements originating within their service areas, consistent with their procurement authority. The PSO field contracting authority excludes mail transportation, contract postal units, and facilities except for certain minor repairs and improvements as currently authorized. Field offices other than PSOs are restricted to local purchases (individual cash imprest or fixed credit fund purchases) except that MSC Managers are authorized to contract for contract postal units. Reference Publication 41, *Postal Contracting Manual.***

b. **Providing functional guidance to all MSCs, BMCs, and any other postal facilities within their service area on supply and personal property management, local purchases, and contracting for contract postal units.**

.24 Area Overhaul Centers (reserved)

120 Post Office Functions

121 Responsibilities

Postmasters are responsible for complying with the general and specific responsibilities prescribed in their standard position description in Handbook P-4, *Standard Position Descriptions*.

122 Hours of Duty

122.1 Full-Time Offices

Postmasters and sectional center manager postmasters of full-time offices (EAS-11 and above) are scheduled to work a 40-hour workweek. Normally, this schedule is set at 8 hours a day and 5 days a week, Monday through Friday. A Postmaster Replacement, Postal Operations Administrator, or senior supervisor is scheduled to relieve the postmaster and to provide service as necessary on the sixth day. However, these postmasters may request of their PRMG, district manager, or sectional center manager, as appropriate, that they be assigned to a permanent schedule which includes not less than 4 hours on Saturday with equivalent time off on one of the Monday through Friday workdays in the same service week.

122.2 Part-Time Offices

Postmasters of part-time offices (EAS A through E) work a 6-day service week, Monday through Saturday. Daily total hours of service include those regular business hours when the principal mail is received and dispatched, as follows:

EAS-A	2 hours per day
EAS-B	3 hours per day
EAS-C	4 hours per day
EAS-D	5 hours per day
EAS-E	6 hours per day

However, EAS C, D, and E postmasters, with the approval of their sectional center manager, may alter their regularly scheduled hours of service on Saturdays, provided there is no additional expense to the Postal Service and the principal mail is received and dispatched.

122.3 FLSA Nonexempt Postmasters

Postmasters who are nonexempt because they supervise fewer than two full-time equivalent employees (See ELM 434.123), are paid FLSA overtime for hours worked in excess of 40 hours in the workweek.

123 Absence from Office

123.1 More Than 5 Days

For periods of absence longer than five days, postmasters must obtain advance approval from their Regional Postmaster General, district manager or sectional center manager/postmaster, as appropriate, unless such approval authority has been delegated.

123.2 5 Days or Less

Postmasters normally are not required to obtain advance approval for absences of 5 days or less, including periods of annual leave, sick leave, or personal absence. They must maintain an accurate record of all absences taken and advise their managers of planned periods away from the office. However, on an individual basis, RPMGs may require that a postmaster obtain advance approval of all absences from the sectional center manager or district manager, as appropriate, when the postmaster's previous performance warrants such action.

123.3 Emergencies

Emergency absences are governed by these provisions to the extent that conditions and time permit but, in all instances, postmasters must advise the appropriate official of any emergency absence as soon as possible.

123.4 Assignment of a Postmaster Relief

Postmasters are responsible for determining the necessity of assigning others in their own relief. A postmaster relief must be engaged in the primary or core duties and be directed to assume the major responsibilities of the relief position. For example, if the postmaster is to be absent for only a short time or if the postmaster is off duty during a period when window service is not available, it may not be necessary to provide relief coverage of these responsibilities.

.41 Senior Supervisor. A senior supervisor is an employee whose established duties, as defined in the official position description, include being in charge of the office during the postmaster's absence. Additional postmaster relief normally is not authorized in offices with a senior supervisor.

.42 Postal Operations Administrator. In those offices with an assigned career clerk, the clerk is authorized to act as a Postal Operations Administrator (POA) in relief of the postmaster when the post office is open to the public and only when the postmaster is away from the local area or is not in a duty status—that is, on the postmaster's regular day off or when the postmaster is taking personal absence or on official leave. At other times when the postmaster is in a duty status and away from the office but remains in the local area, such as when attending training or meetings at the MSC, relief is not authorized. In these cases, the postmaster continues to retain responsibility for the operation of the office even though not physically present. Higher level pays as a POA is authorized at two grades below the grade of the postmaster.

.43 Postmaster Replacement. In those offices without an assigned career clerk, a temporary Postmaster Replacement may be utilized for a limited term in relief of the postmaster during all hours the post office is open to the public. The postmaster can be either in a duty status or off duty during the period of absence. The replacement is compensated in accordance with the established rates in the Temporary/Casual Pay Schedule at two grades below the grade of the postmaster (as a Grade 3 in an EAS A-E office).

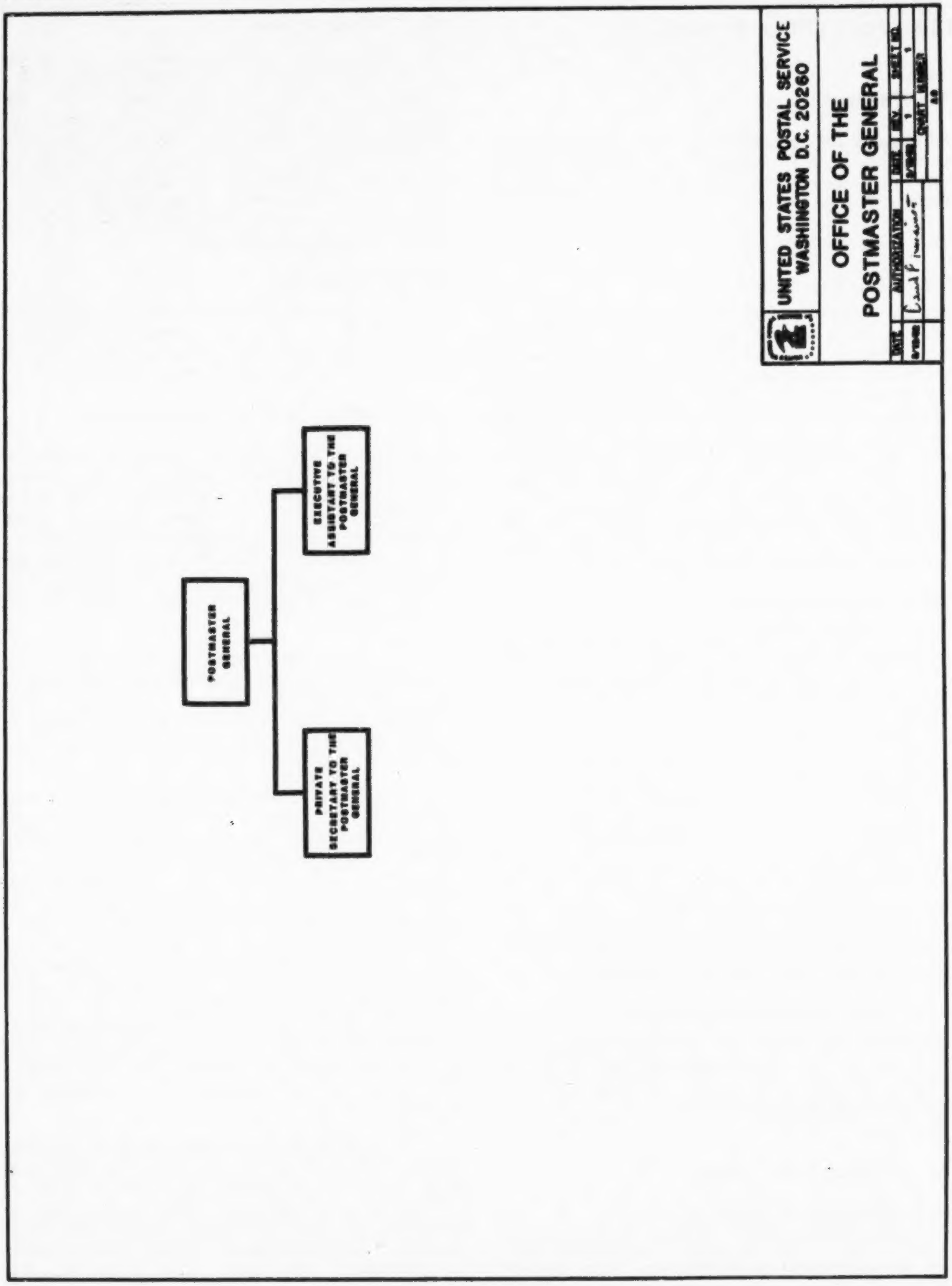

UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
OFFICE OF THE
POSTMASTER GENERAL
DATE
AUTHORIZATION
REV.
SHEET NO.
1
1
CHART NUMBER
POSTMASTER GENERAL
EXECUTIVE ASSISTANT TO THE POSTMASTER GENERAL
PRIVATE SECRETARY TO THE POSTMASTER GENERAL

Exhibit 111.3 Office of the Postmaster General

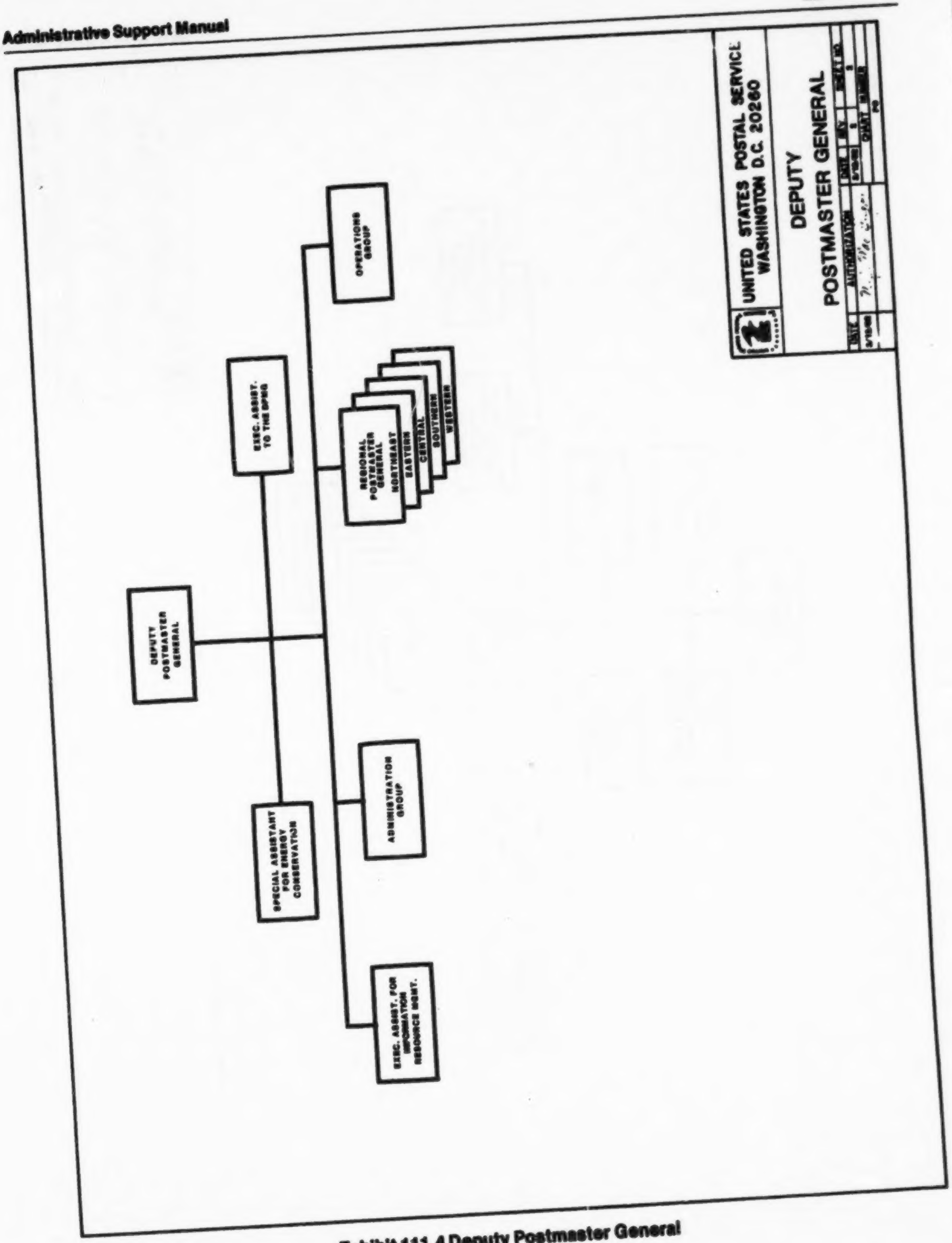

UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
DEPUTY POSTMASTER GENERAL
DATE
AUTHORIZATION
REV
SHEET NO.
CHART NUMBER
DEPUTY POSTMASTER GENERAL
EXEC. ASSIST. TO THE DPMG
SPECIAL ASSISTANT FOR ENERGY CONSERVATION
OPERATIONS GROUP
REGIONAL POSTMASTER GENERAL
NORTHEAST
EASTERN
CENTRAL
SOUTHERN
WESTERN
ADMINISTRATION GROUP
EXEC. ASSIST. FOR INFORMATION RESOURCE MGMT.

Exhibit 111.4 Deputy Postmaster General

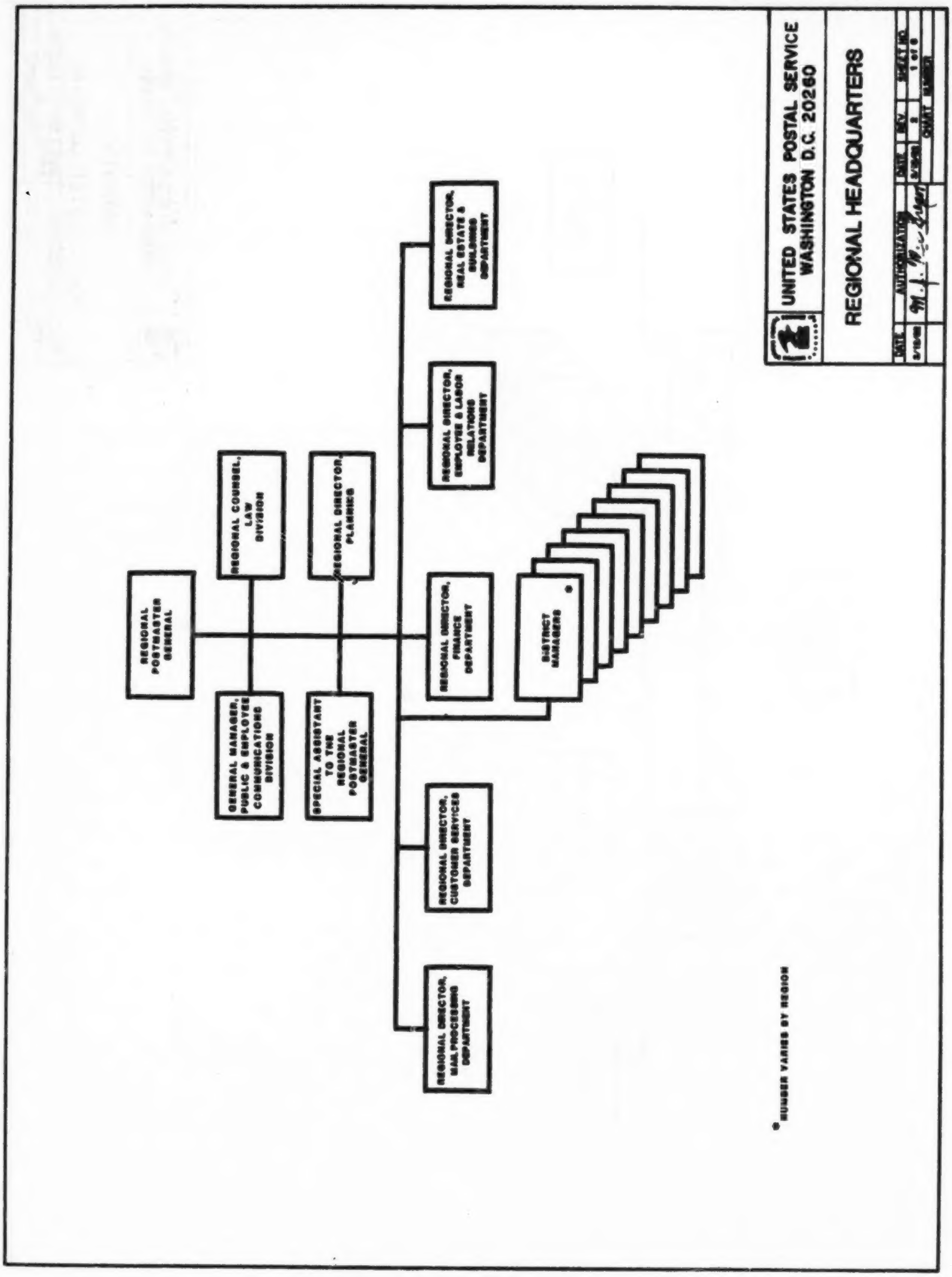

UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
REGIONAL HEADQUARTERS
DATE
AUTHORIZATION
REV.
SHEET NO.
CHART NUMBER
REGIONAL POSTMASTER GENERAL
REGIONAL COUNSEL, LAW DIVISION
GENERAL MANAGER, PUBLIC & EMPLOYEE COMMUNICATIONS DIVISION
REGIONAL DIRECTOR, PLANNING
SPECIAL ASSISTANT TO THE REGIONAL POSTMASTER GENERAL
REGIONAL DIRECTOR, MAIL PROCESSING DEPARTMENT
REGIONAL DIRECTOR, CUSTOMER SERVICES DEPARTMENT
DISTRICT MANAGERS *
REGIONAL DIRECTOR, FINANCE DEPARTMENT
REGIONAL DIRECTOR, EMPLOYEE & LABOR RELATIONS DEPARTMENT
REGIONAL DIRECTOR, REAL ESTATE & BUILDINGS DEPARTMENT
* NUMBER VARIES BY REGION

Exhibit 111.61 Regional Headquarters

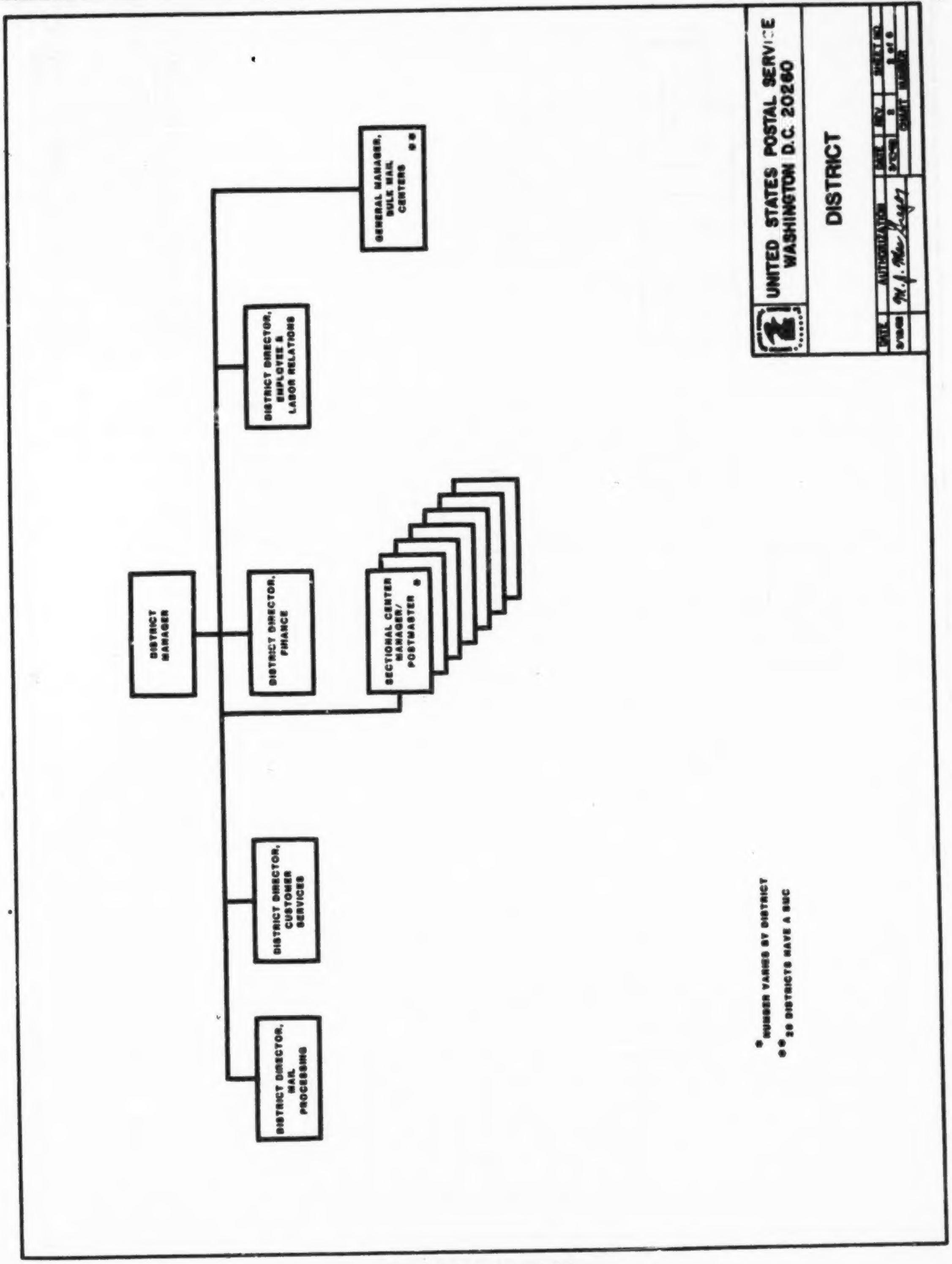

DISTRICT MANAGER
DISTRICT DIRECTOR, MAIL PROCESSING
DISTRICT DIRECTOR, CUSTOMER SERVICES
DISTRICT DIRECTOR, FINANCE
SECTIONAL CENTER MANAGER/POSTMASTER *
DISTRICT DIRECTOR, EMPLOYEE & LABOR RELATIONS
GENERAL MANAGER, BULK MAIL CENTERS **
UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
DISTRICT
DATE
AUTHORIZATION
M. J. MacLeay
REV
SHEET NO.
CHART NUMBER
* NUMBER VARIES BY DISTRICT
** 20 DISTRICTS HAVE A BMC

Exhibit 111.642 District

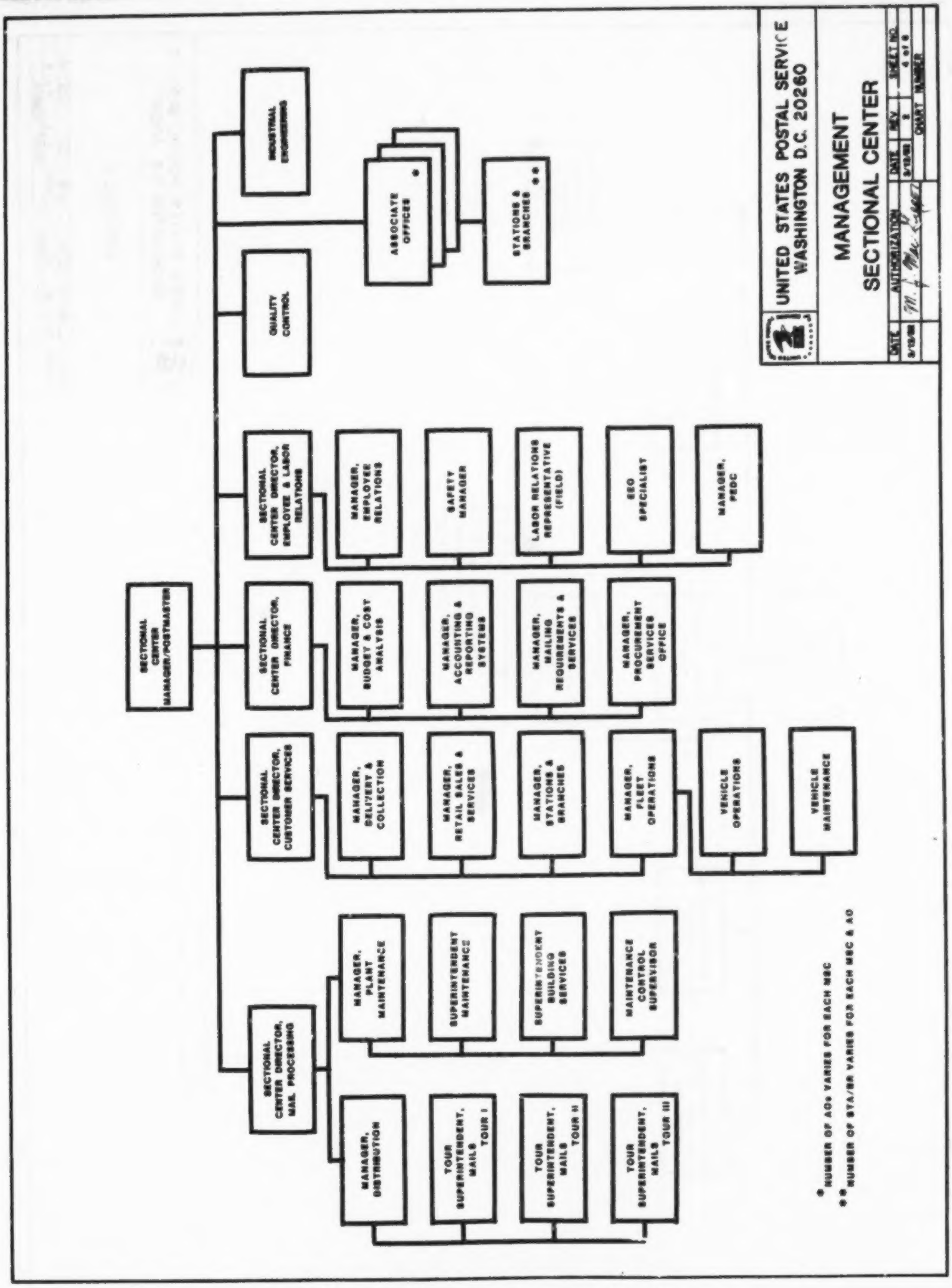

SECTIONAL CENTER MANAGER/POSTMASTER
SECTIONAL CENTER DIRECTOR, MAIL PROCESSING
MANAGER, DISTRIBUTION
TOUR SUPERINTENDENT, MAILS TOUR I
TOUR SUPERINTENDENT, MAILS TOUR II
TOUR SUPERINTENDENT, MAILS TOUR III
MANAGER, PLANT MAINTENANCE
SUPERINTENDENT MAINTENANCE
SUPERINTENDENT BUILDING SERVICES
MAINTENANCE CONTROL SUPERVISOR
SECTIONAL CENTER DIRECTOR, CUSTOMER SERVICES
MANAGER, DELIVERY & COLLECTION
MANAGER, RETAIL SALES & SERVICES
MANAGER, STATIONS & BRANCHES
MANAGER, FLEET OPERATIONS
VEHICLE OPERATIONS
VEHICLE MAINTENANCE
SECTIONAL CENTER DIRECTOR, FINANCE
MANAGER, BUDGET & COST ANALYSIS
MANAGER, ACCOUNTING & REPORTING SYSTEMS
MANAGER, MAILING REQUIREMENTS & SERVICES
MANAGER, PROCUREMENT SERVICES OFFICE
SECTIONAL CENTER DIRECTOR, EMPLOYEE & LABOR RELATIONS
MANAGER, EMPLOYEE RELATIONS
SAFETY MANAGER
LABOR RELATIONS REPRESENTATIVE (FIELD)
EEO SPECIALIST
MANAGER, PEDC
QUALITY CONTROL
INDUSTRIAL ENGINEERING
ASSOCIATE OFFICES *
STATIONS & BRANCHES **
* NUMBER OF AOs VARIES FOR EACH MSC
** NUMBER OF STA/BR VARIES FOR EACH MSC & AO
UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
MANAGEMENT
SECTIONAL CENTER
DATE
AUTHORIZATION
DATE
REV.
SHEET NO.
4 of 6
CHART NUMBER

Exhibit 111.643 Management Sectional Center

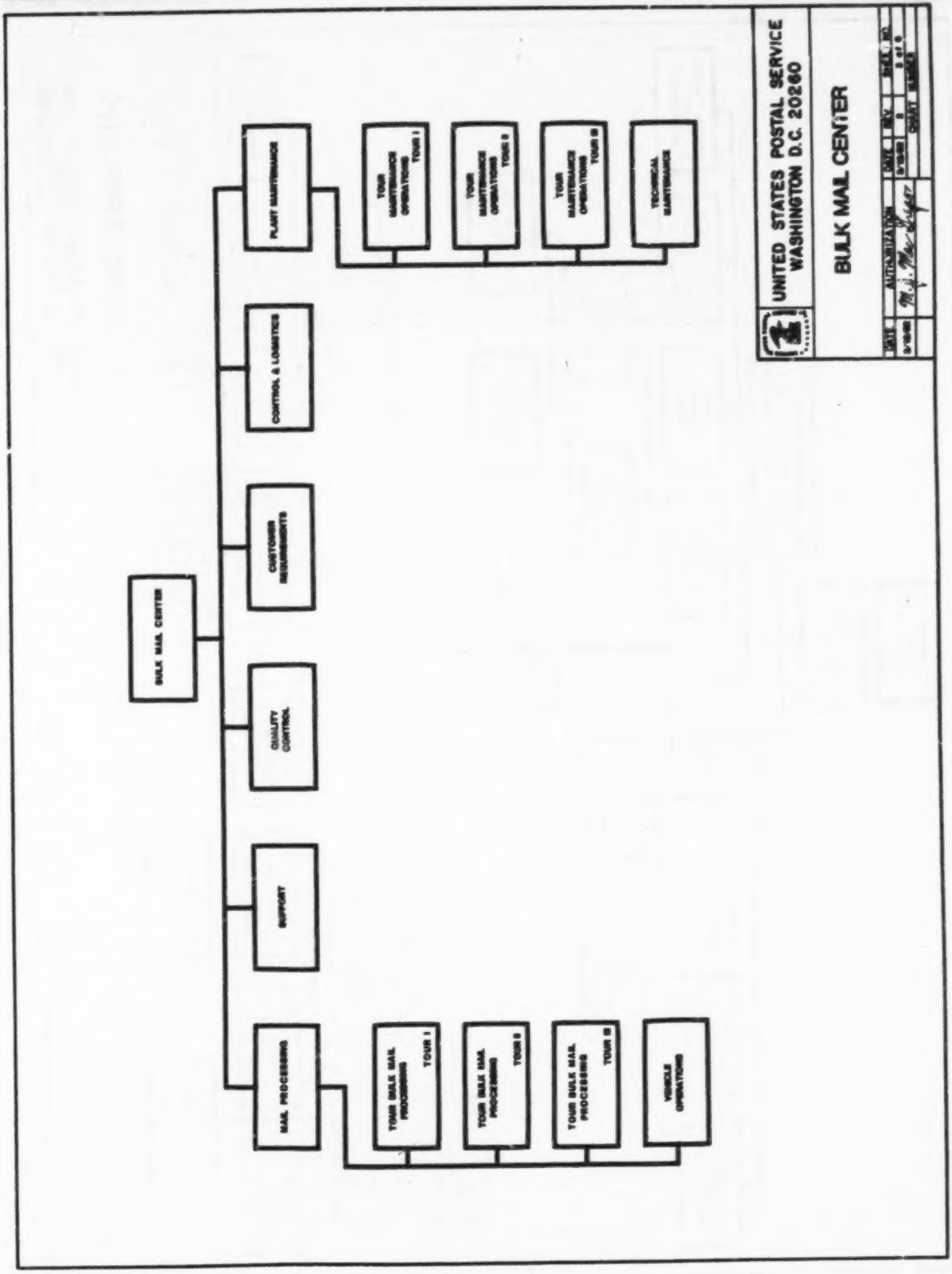

UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
BULK MAIL CENTER
DATE
AUTHORIZATION
REV.
SHEET NO.
CHART NUMBER
BULK MAIL CENTER
PLANT MAINTENANCE
TOUR MAINTENANCE OPERATIONS TOUR I
TOUR MAINTENANCE OPERATIONS TOUR II
TOUR MAINTENANCE OPERATIONS TOUR III
TECHNICAL MAINTENANCE
CONTROL & LOGISTICS
CUSTOMER REQUIREMENTS
QUALITY CONTROL
SUPPORT
MAIL PROCESSING
TOUR BULK MAIL PROCESSING TOUR I
TOUR BULK MAIL PROCESSING TOUR II
TOUR BULK MAIL PROCESSING TOUR III
VEHICLE OPERATIONS

Exhibit 111.644 Bulk Mail Center

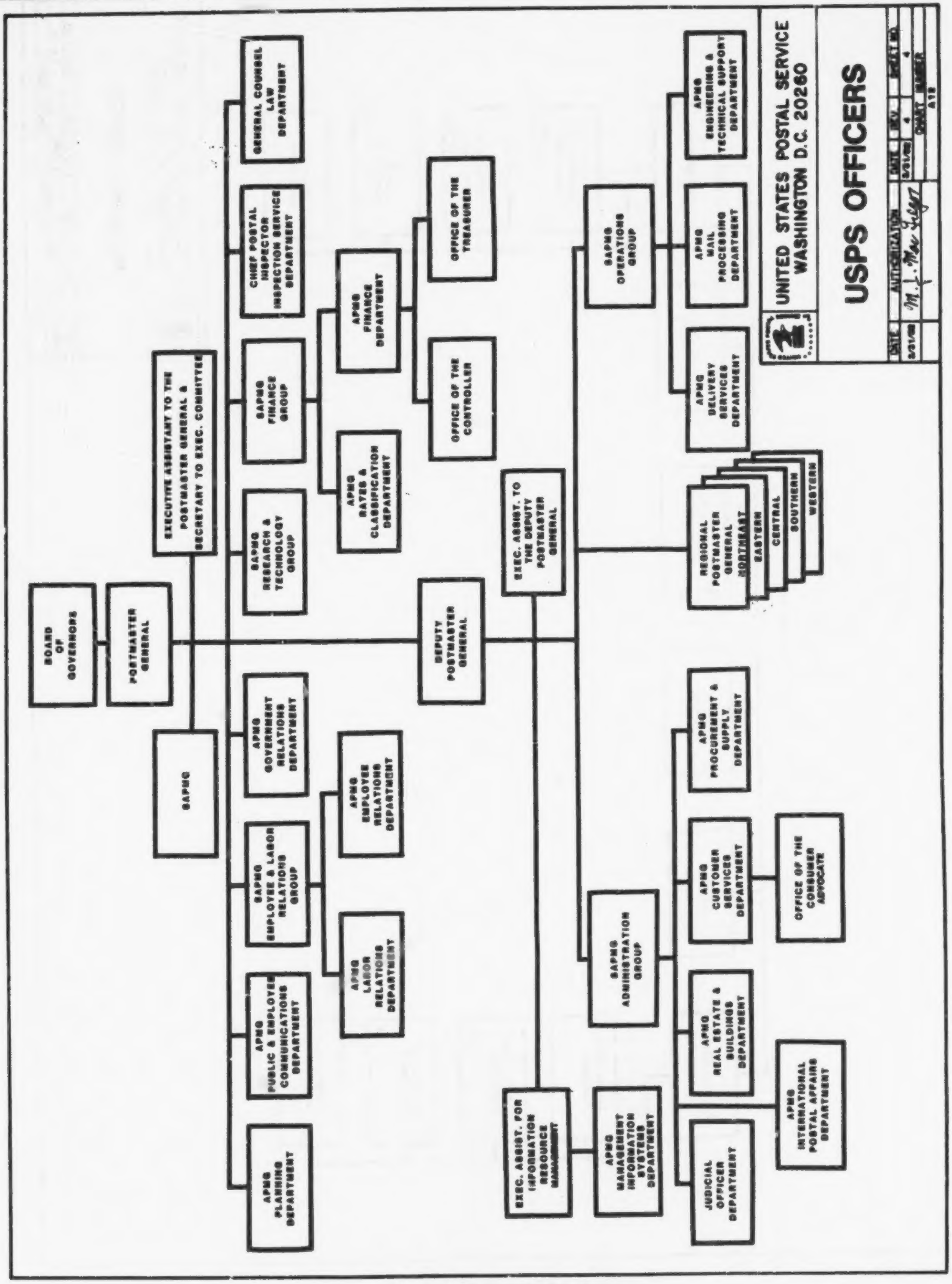

BOARD OF GOVERNORS
POSTMASTER GENERAL
SAPMG
EXECUTIVE ASSISTANT TO THE POSTMASTER GENERAL & SECRETARY TO EXEC. COMMITTEE
DEPUTY POSTMASTER GENERAL
APMG PLANNING DEPARTMENT
APMG PUBLIC & EMPLOYEE COMMUNICATIONS DEPARTMENT
SAPMG EMPLOYEE & LABOR RELATIONS GROUP
APMG LABOR RELATIONS DEPARTMENT
APMG EMPLOYEE RELATIONS DEPARTMENT
APMG GOVERNMENT RELATIONS DEPARTMENT
SAPMG RESEARCH & TECHNOLOGY GROUP
SAPMG FINANCE GROUP
APMG RATES & CLASSIFICATION DEPARTMENT
APMG FINANCE DEPARTMENT
OFFICE OF THE CONTROLLER
OFFICE OF THE TREASURER
CHIEF POSTAL INSPECTOR INSPECTION SERVICE DEPARTMENT
GENERAL COUNSEL LAW DEPARTMENT
EXEC. ASSIST. FOR INFORMATION RESOURCE MANAGEMENT
APMG MANAGEMENT INFORMATION SYSTEMS DEPARTMENT
EXEC. ASSIST. TO THE DEPUTY POSTMASTER GENERAL
SAPMG ADMINISTRATION GROUP
SAPMG OPERATIONS GROUP
JUDICIAL OFFICER DEPARTMENT
APMG REAL ESTATE & BUILDINGS DEPARTMENT
APMG INTERNATIONAL POSTAL AFFAIRS DEPARTMENT
APMG CUSTOMER SERVICES DEPARTMENT
OFFICE OF THE CONSUMER ADVOCATE
APMG PROCUREMENT & SUPPLY DEPARTMENT
REGIONAL POSTMASTER GENERAL
NORTHEAST
EASTERN
CENTRAL
SOUTHERN
WESTERN
APMG DELIVERY SERVICES DEPARTMENT
APMG MAIL PROCESSING DEPARTMENT
APMG ENGINEERING & TECHNICAL SUPPORT DEPARTMENT
UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
USPS OFFICERS
DATE
AUTHORIZATION
M. J. MacLeod
DATE
REV.
4
SHEET NO.
4
CHART NUMBER

Exhibit 111.7 USPS Officers

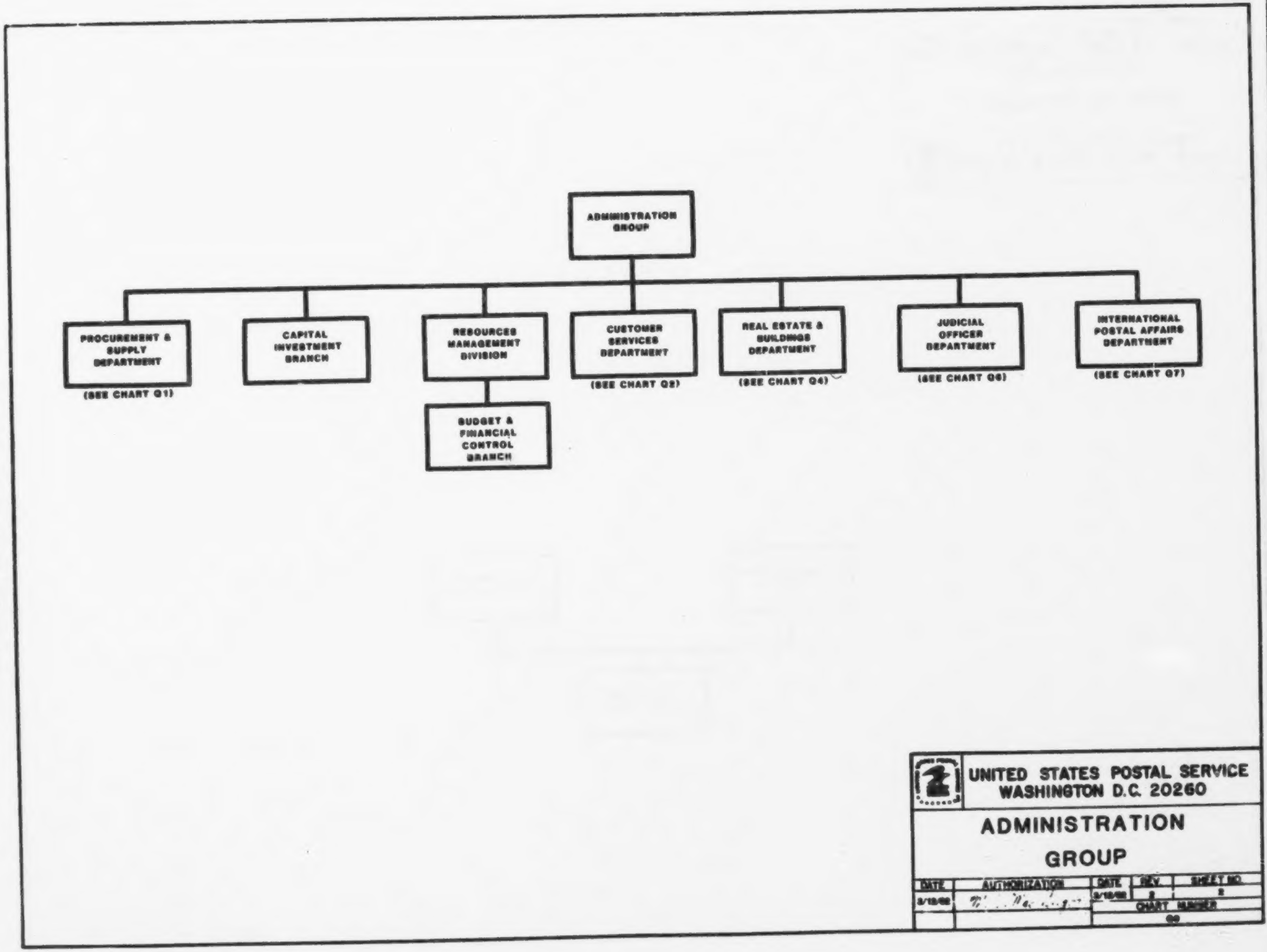
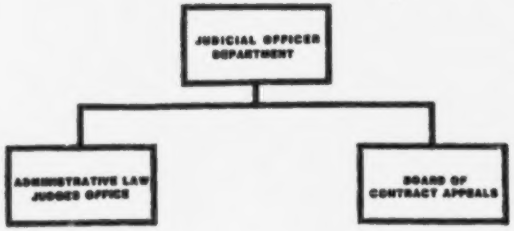

ADMINISTRATION GROUP
PROCUREMENT & SUPPLY DEPARTMENT
(SEE CHART Q1)
CAPITAL INVESTMENT BRANCH
RESOURCES MANAGEMENT DIVISION
BUDGET & FINANCIAL CONTROL BRANCH
CUSTOMER SERVICES DEPARTMENT
(SEE CHART Q2)
REAL ESTATE & BUILDINGS DEPARTMENT
(SEE CHART Q4)
JUDICIAL OFFICER DEPARTMENT
(SEE CHART Q6)
INTERNATIONAL POSTAL AFFAIRS DEPARTMENT
(SEE CHART Q7)
UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
ADMINISTRATION
GROUP
DATE
AUTHORIZATION
DATE
REV.
2
SHEET NO.
2
CHART NUMBER
Q0

Exhibit 114.1 Administration Group


JUDICIAL OFFICER DEPARTMENT
ADMINISTRATIVE LAW JUDGES OFFICE
BOARD OF CONTRACT APPEALS

UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260

JUDICIAL OFFICER
DEPARTMENT

DATE	AUTHORIZATION	DATE	REV.	SHEET NO.
[illegible]	W. ; W[illegible]	[illegible]	2	1
		CHART NUMBER		
		00		

Exhibit 114.121 Judicial Officer Department

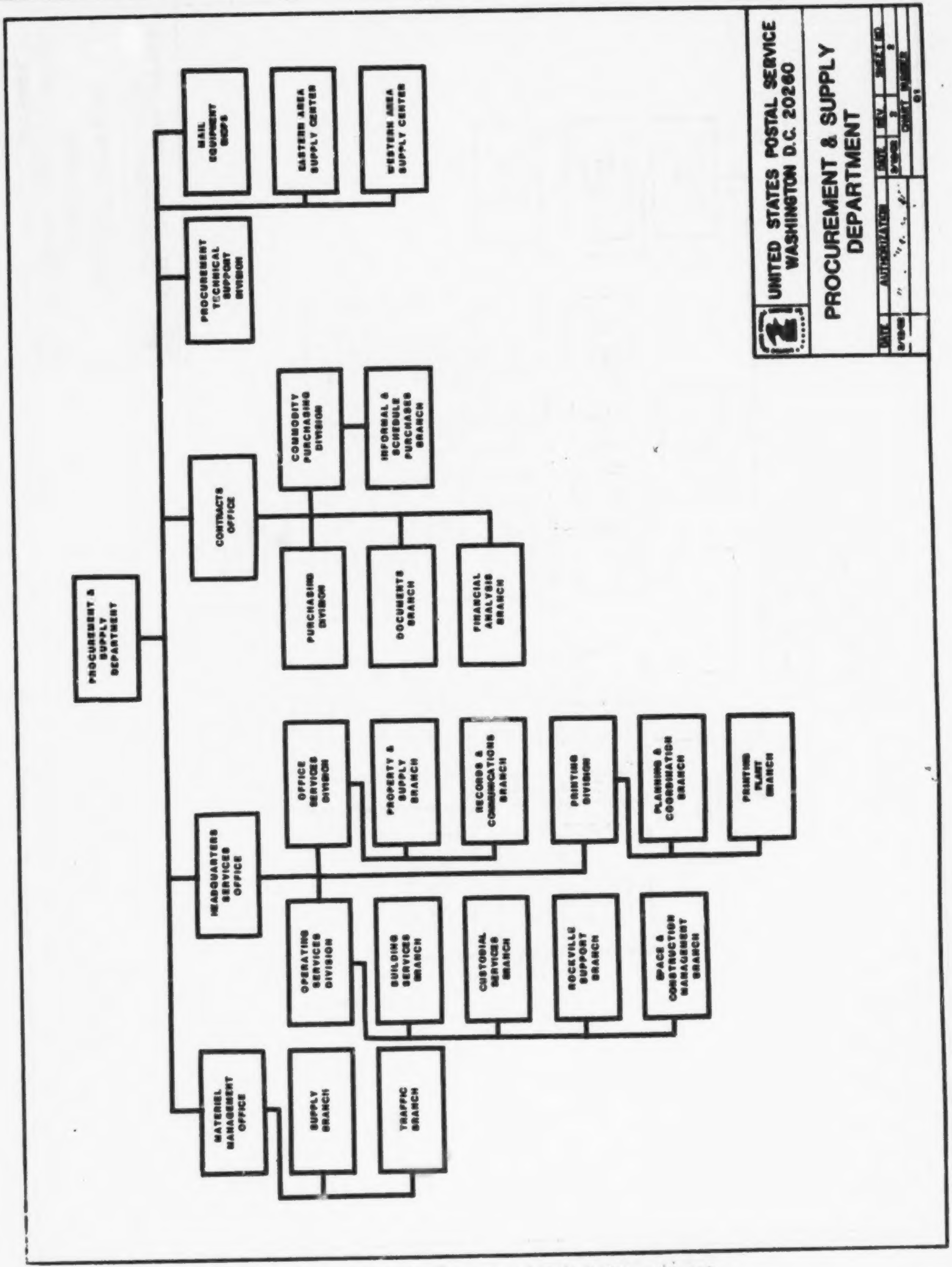
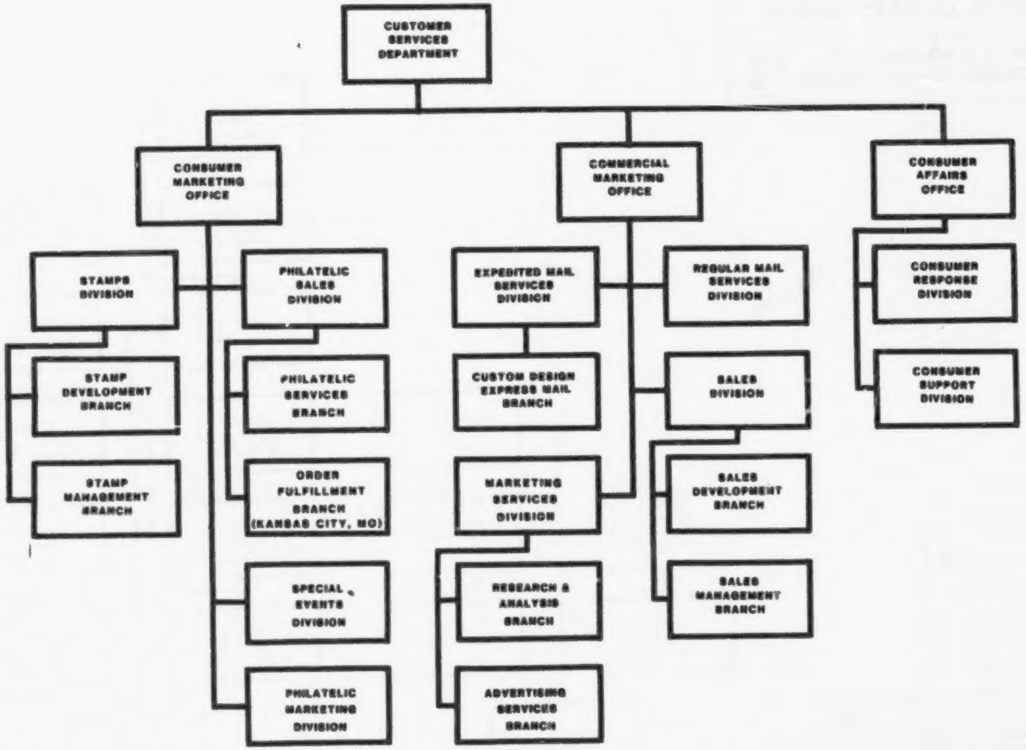

UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
PROCUREMENT & SUPPLY DEPARTMENT
DATE
AUTHORIZATION
REV.
SHEET NO.
CHART NUMBER
01
PROCUREMENT & SUPPLY DEPARTMENT
MATERIEL MANAGEMENT OFFICE
SUPPLY BRANCH
TRAFFIC BRANCH
HEADQUARTERS SERVICES OFFICE
OPERATING SERVICES DIVISION
BUILDING SERVICES BRANCH
CUSTODIAL SERVICES BRANCH
ROCKVILLE SUPPORT BRANCH
SPACE & CONSTRUCTION MANAGEMENT BRANCH
OFFICE SERVICES DIVISION
PROPERTY & SUPPLY BRANCH
RECORDS & COMMUNICATIONS BRANCH
PRINTING DIVISION
PLANNING & COORDINATION BRANCH
PRINTING PLANT BRANCH
CONTRACTS OFFICE
PURCHASING DIVISION
DOCUMENTS BRANCH
FINANCIAL ANALYSIS BRANCH
COMMODITY PURCHASING DIVISION
INFORMAL & SCHEDULE PURCHASES BRANCH
PROCUREMENT TECHNICAL SUPPORT DIVISION
MAIL EQUIPMENT SHOPS
EASTERN AREA SUPPLY CENTER
WESTERN AREA SUPPLY CENTER

Exhibit 114.13 Procurement & Supply Department


CUSTOMER SERVICES DEPARTMENT
CONSUMER MARKETING OFFICE
COMMERCIAL MARKETING OFFICE
CONSUMER AFFAIRS OFFICE
STAMPS DIVISION
STAMP DEVELOPMENT BRANCH
STAMP MANAGEMENT BRANCH
PHILATELIC SALES DIVISION
PHILATELIC SERVICES BRANCH
ORDER FULFILLMENT BRANCH (KANSAS CITY, MO)
SPECIAL EVENTS DIVISION
PHILATELIC MARKETING DIVISION
EXPEDITED MAIL SERVICES DIVISION
CUSTOM DESIGN EXPRESS MAIL BRANCH
MARKETING SERVICES DIVISION
RESEARCH & ANALYSIS BRANCH
ADVERTISING SERVICES BRANCH
REGULAR MAIL SERVICES DIVISION
SALES DIVISION
SALES DEVELOPMENT BRANCH
SALES MANAGEMENT BRANCH
CONSUMER RESPONSE DIVISION
CONSUMER SUPPORT DIVISION

UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260

CUSTOMER SERVICES
DEPARTMENT

DATE	AUTHORIZATION	DATE	REV.	SHEET NO.
[illegible]	W. . . Ma [illegible]	[illegible]	3	3
		CHART NUMBER		
		03		

Exhibit 114.14 Customer Services Department

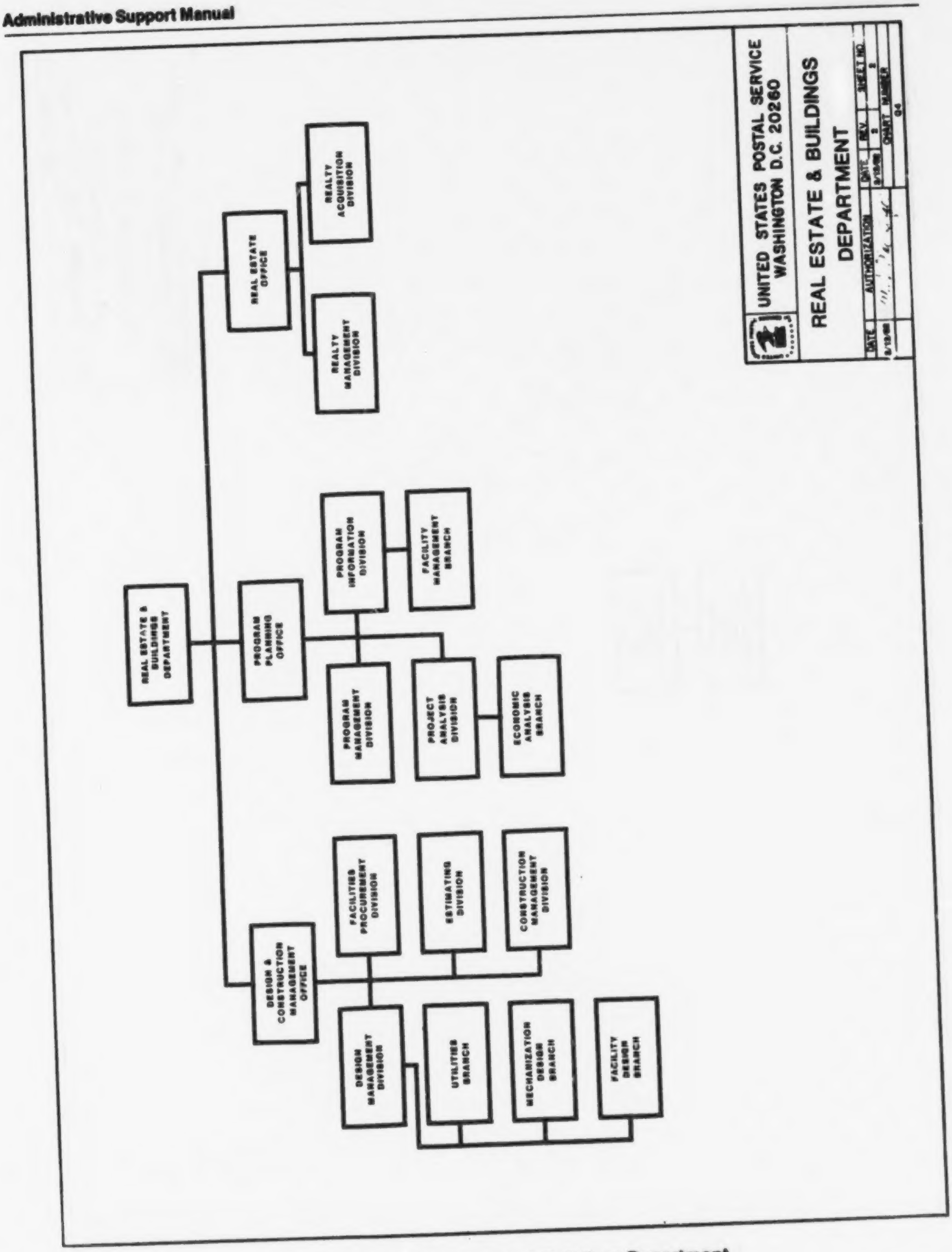

REAL ESTATE & BUILDINGS DEPARTMENT
REAL ESTATE OFFICE
REALTY MANAGEMENT DIVISION
REALTY ACQUISITION DIVISION
PROGRAM PLANNING OFFICE
PROGRAM INFORMATION DIVISION
FACILITY MANAGEMENT BRANCH
PROGRAM MANAGEMENT DIVISION
PROJECT ANALYSIS DIVISION
ECONOMIC ANALYSIS BRANCH
DESIGN & CONSTRUCTION MANAGEMENT OFFICE
FACILITIES PROCUREMENT DIVISION
ESTIMATING DIVISION
CONSTRUCTION MANAGEMENT DIVISION
DESIGN MANAGEMENT DIVISION
UTILITIES BRANCH
MECHANIZATION DESIGN BRANCH
FACILITY DESIGN BRANCH
UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
REAL ESTATE & BUILDINGS DEPARTMENT
DATE
AUTHORIZATION
DATE
REV.
SHEET NO.
CHART NUMBER
04

Exhibit 114.15 Real Estate & Buildings Department

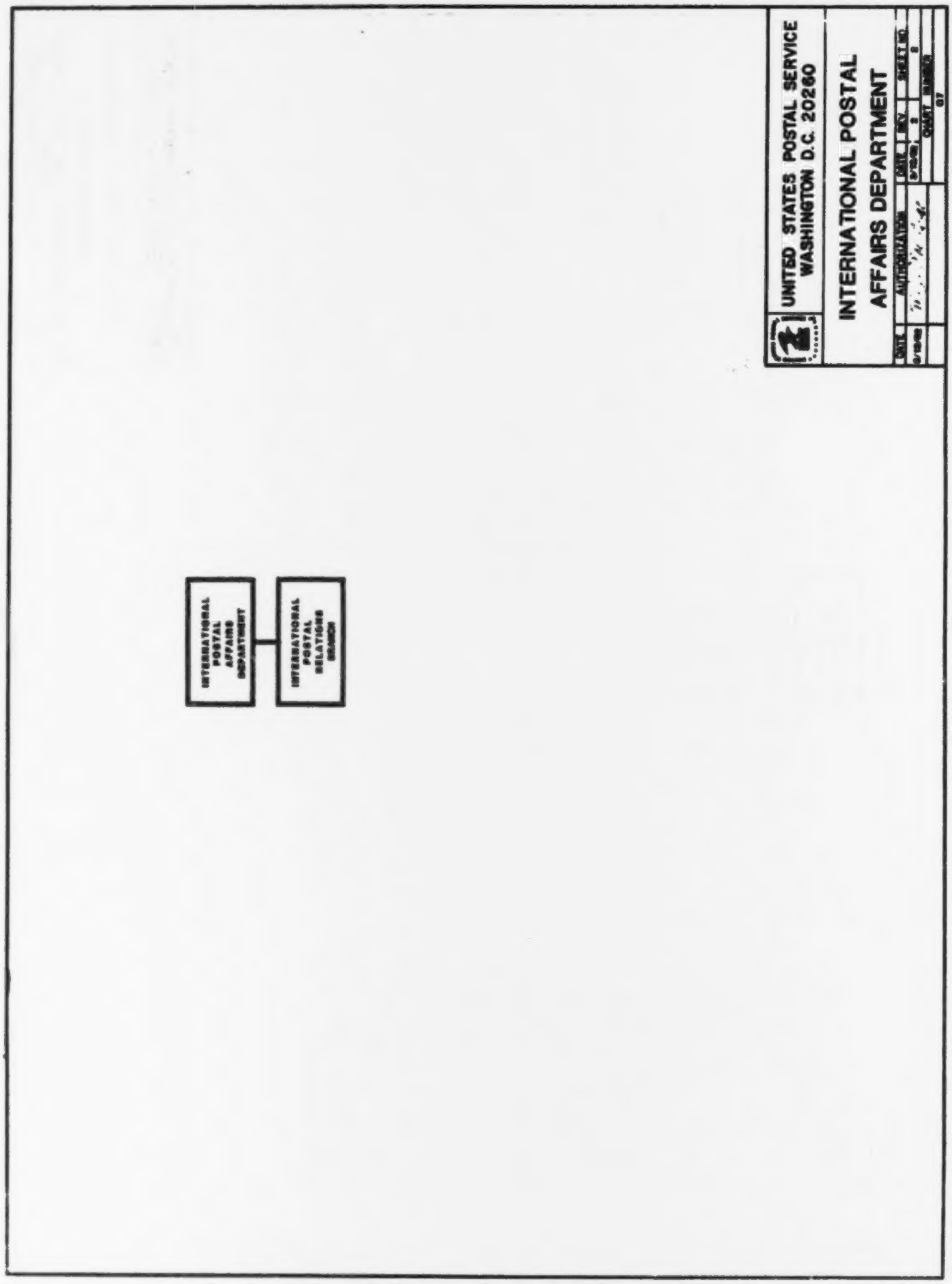

UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
INTERNATIONAL POSTAL AFFAIRS DEPARTMENT
DATE
AUTHORIZATION
DATE
REV.
SHEET NO.
CHART NUMBER
07
INTERNATIONAL POSTAL AFFAIRS DEPARTMENT
INTERNATIONAL POSTAL RELATIONS BRANCH

Exhibit 114.16 International Postal Affairs Department

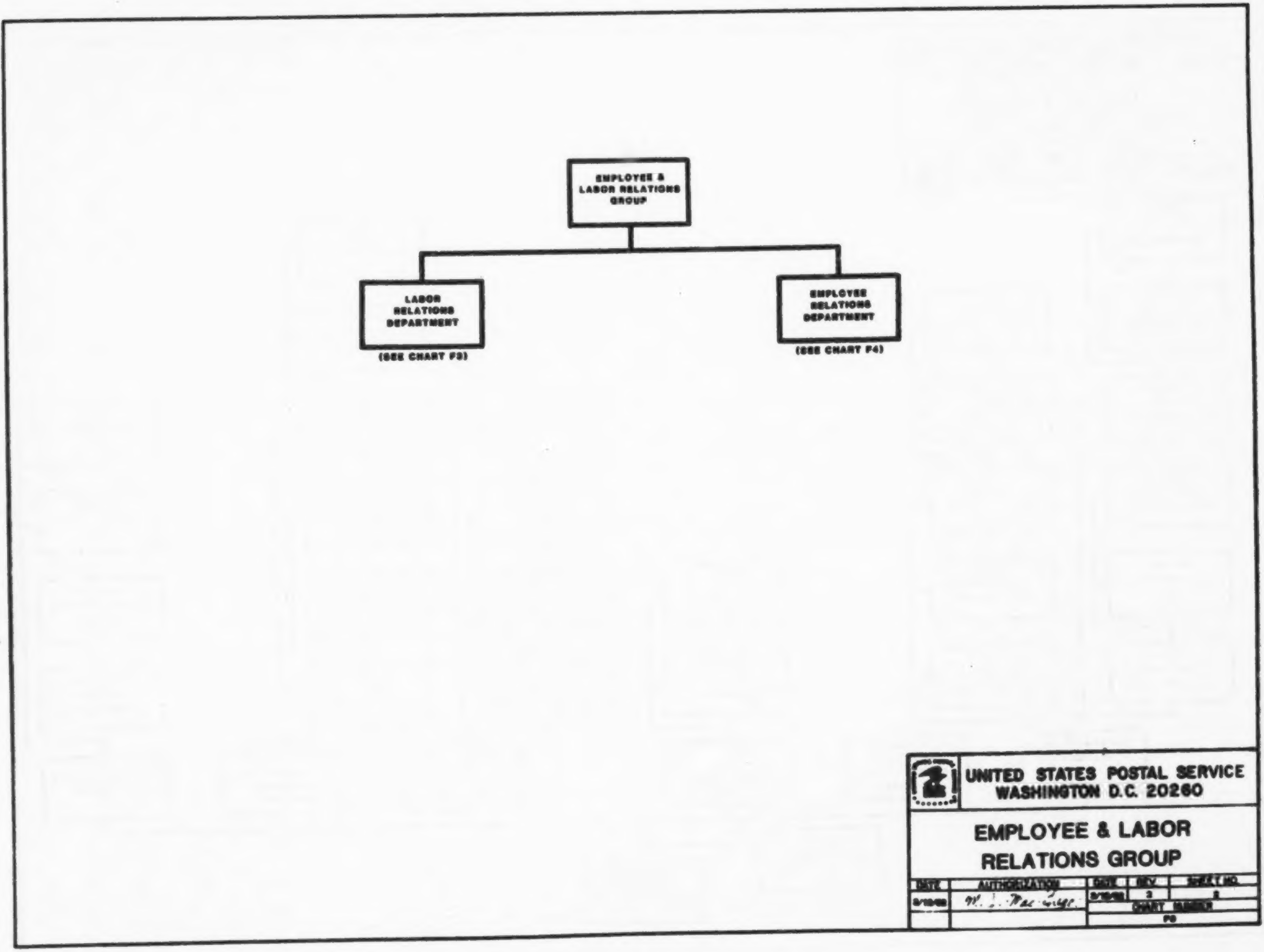

EMPLOYEE & LABOR RELATIONS GROUP
LABOR RELATIONS DEPARTMENT
(SEE CHART F3)
EMPLOYEE RELATIONS DEPARTMENT
(SEE CHART F4)
UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
EMPLOYEE & LABOR RELATIONS GROUP
DATE
9/10/82
AUTHORIZATION
W. J. MacGuyer
DATE
9/10/82
REV.
3
SHEET NO.
2
CHART NUMBER
F2

Exhibit 114.2 Employee & Labor Relations Group

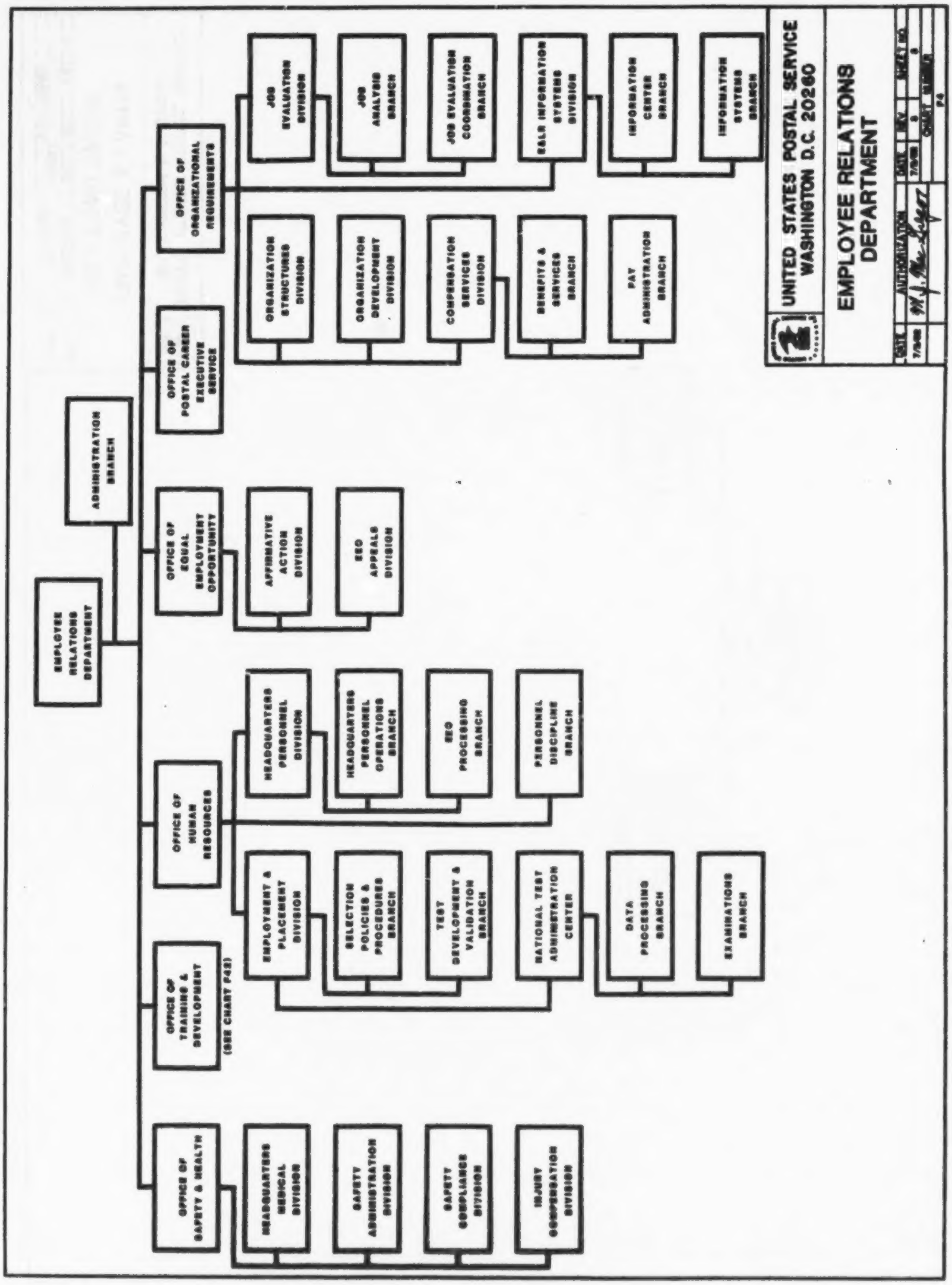
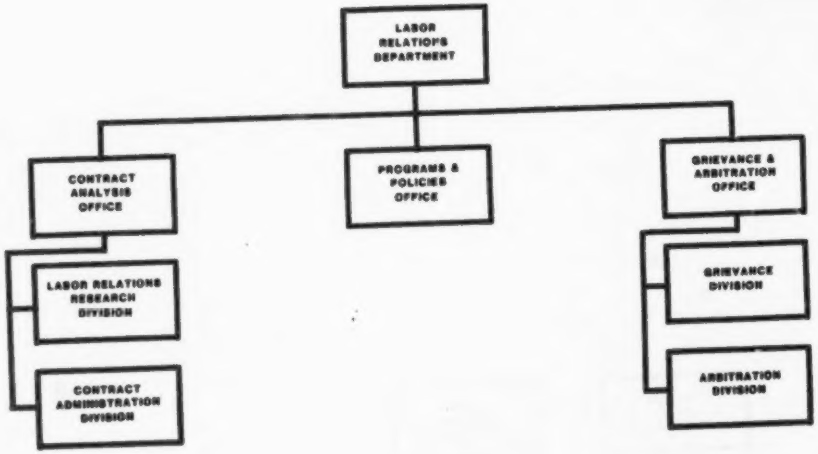

EMPLOYEE RELATIONS DEPARTMENT
ADMINISTRATION BRANCH
OFFICE OF SAFETY & HEALTH
HEADQUARTERS MEDICAL DIVISION
SAFETY ADMINISTRATION DIVISION
SAFETY COMPLIANCE DIVISION
INJURY COMPENSATION DIVISION
OFFICE OF TRAINING & DEVELOPMENT
(SEE CHART P42)
OFFICE OF HUMAN RESOURCES
EMPLOYMENT & PLACEMENT DIVISION
SELECTION POLICIES & PROCEDURES BRANCH
TEST DEVELOPMENT & VALIDATION BRANCH
NATIONAL TEST ADMINISTRATION CENTER
DATA PROCESSING BRANCH
EXAMINATIONS BRANCH
HEADQUARTERS PERSONNEL DIVISION
HEADQUARTERS PERSONNEL OPERATIONS BRANCH
EEO PROCESSING BRANCH
PERSONNEL DISCIPLINE BRANCH
OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY
AFFIRMATIVE ACTION DIVISION
EEO APPEALS DIVISION
OFFICE OF POSTAL CAREER EXECUTIVE SERVICE
OFFICE OF ORGANIZATIONAL REQUIREMENTS
ORGANIZATION STRUCTURES DIVISION
ORGANIZATION DEVELOPMENT DIVISION
COMPENSATION SERVICES DIVISION
BENEFITS & SERVICES BRANCH
PAY ADMINISTRATION BRANCH
JOB EVALUATION DIVISION
JOB ANALYSIS BRANCH
JOB EVALUATION COORDINATION BRANCH
SALR INFORMATION SYSTEMS DIVISION
INFORMATION CENTER BRANCH
INFORMATION SYSTEMS BRANCH
UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
EMPLOYEE RELATIONS DEPARTMENT
DATE
AUTHORIZATION
DATE
REV.
SHEET NO.
CHART NUMBER
P4

Exhibit 114.22 Employee Relations Department


LABOR RELATIONS DEPARTMENT
CONTRACT ANALYSIS OFFICE
PROGRAMS & POLICIES OFFICE
GRIEVANCE & ARBITRATION OFFICE
LABOR RELATIONS RESEARCH DIVISION
CONTRACT ADMINISTRATION DIVISION
GRIEVANCE DIVISION
ARBITRATION DIVISION

UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260

LABOR RELATIONS
DEPARTMENT

DATE	AUTHORIZATION	DATE	REV.	SHEET NO.
[illegible]		[illegible]	[illegible]	[illegible]
		CHART NUMBER		
		F8		

Exhibit 114.23 Labor Relations Department

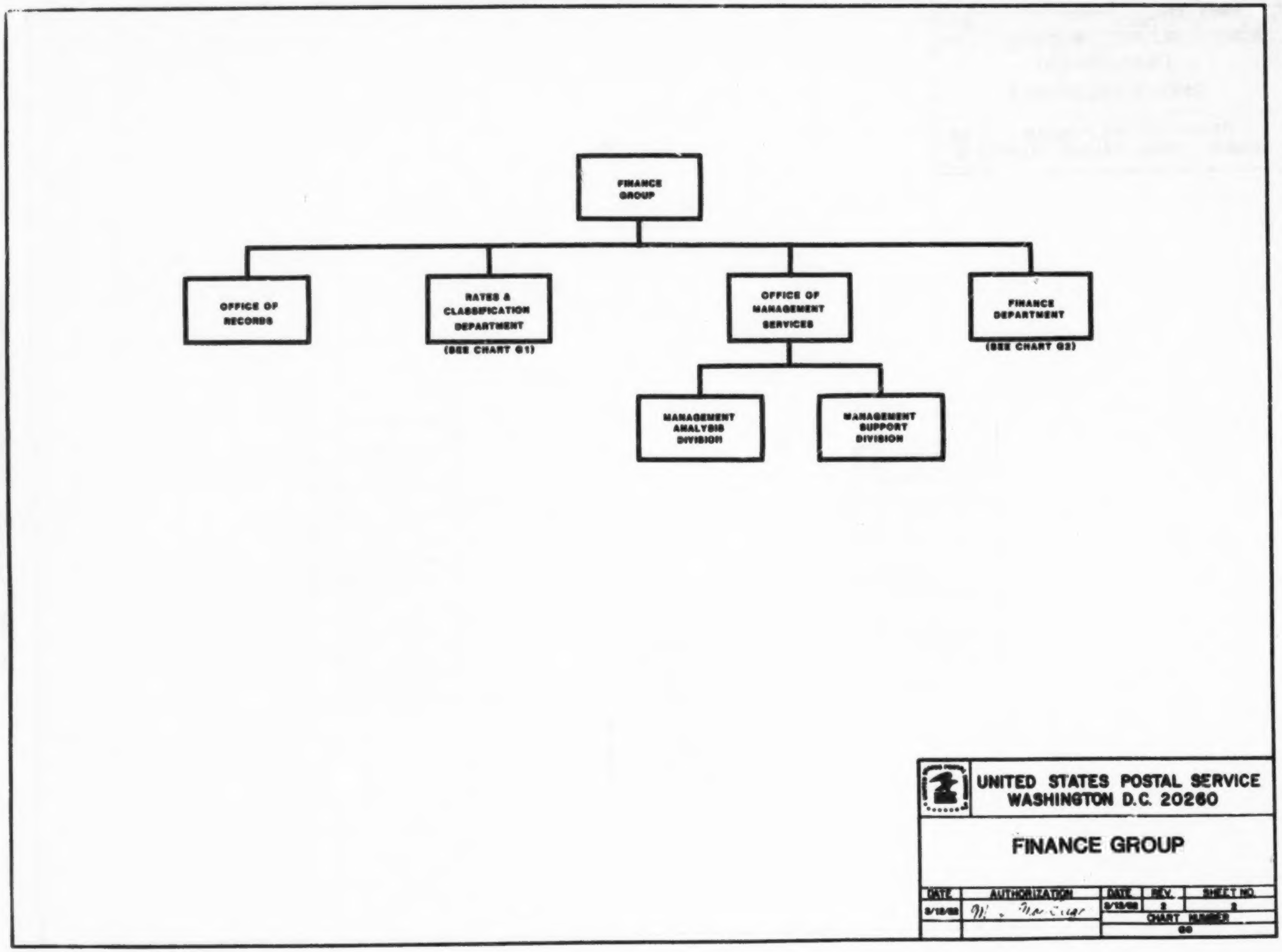

FINANCE GROUP
OFFICE OF RECORDS
RATES & CLASSIFICATION DEPARTMENT
(SEE CHART G1)
OFFICE OF MANAGEMENT SERVICES
FINANCE DEPARTMENT
(SEE CHART G2)
MANAGEMENT ANALYSIS DIVISION
MANAGEMENT SUPPORT DIVISION
UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
FINANCE GROUP
DATE
AUTHORIZATION
DATE
REV.
SHEET NO.
CHART NUMBER
G0

Exhibit 114.3 Finance Group

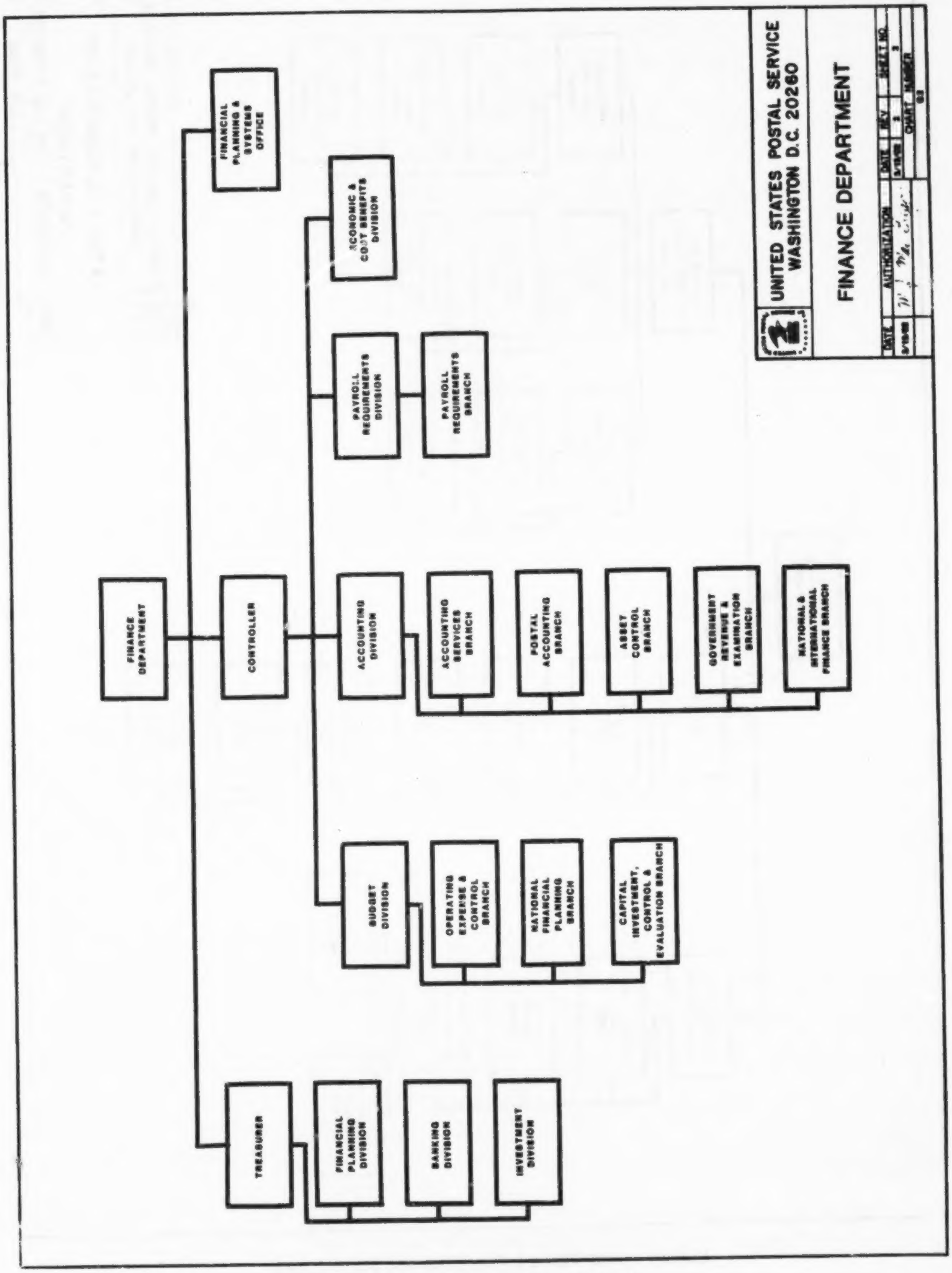

FINANCE DEPARTMENT
FINANCIAL PLANNING & SYSTEMS OFFICE
CONTROLLER
ECONOMIC & COST BENEFITS DIVISION
PAYROLL REQUIREMENTS DIVISION
PAYROLL REQUIREMENTS BRANCH
ACCOUNTING DIVISION
ACCOUNTING SERVICES BRANCH
POSTAL ACCOUNTING BRANCH
ASSET CONTROL BRANCH
GOVERNMENT REVENUE & EXAMINATION BRANCH
NATIONAL & INTERNATIONAL FINANCE BRANCH
BUDGET DIVISION
OPERATING EXPENSE & CONTROL BRANCH
NATIONAL FINANCIAL PLANNING BRANCH
CAPITAL INVESTMENT, CONTROL & EVALUATION BRANCH
TREASURER
FINANCIAL PLANNING DIVISION
BANKING DIVISION
INVESTMENT DIVISION
UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
FINANCE DEPARTMENT
DATE
AUTHORIZATION
DATE
REV.
SHEET NO.
CHART NUMBER

Exhibit 114.32 Finance Department

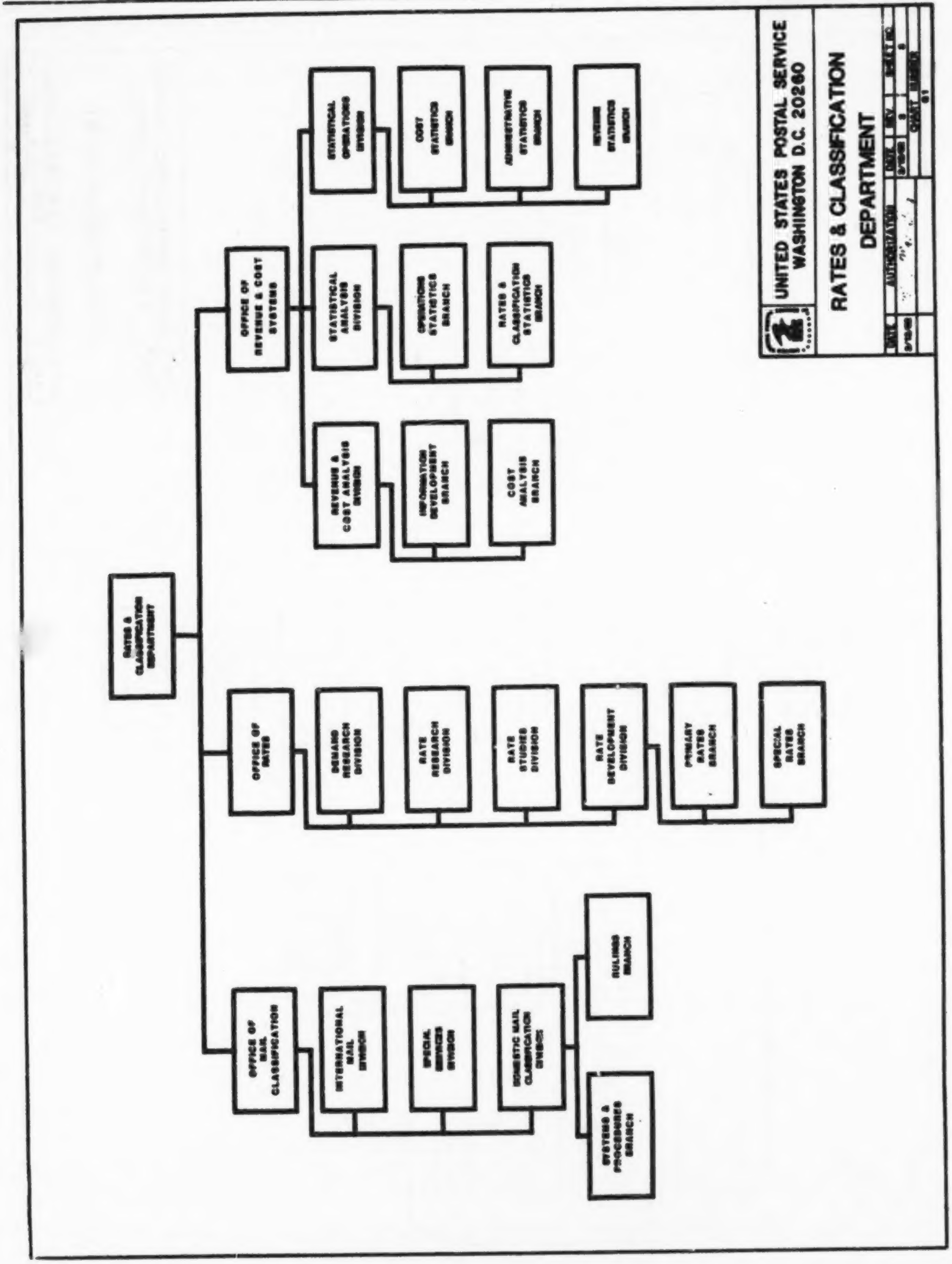

UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
RATES & CLASSIFICATION DEPARTMENT
DATE
AUTHORIZATION
ORIG.
REV.
SHEET NO.
CHART NUMBER
RATES & CLASSIFICATION DEPARTMENT
OFFICE OF REVENUE & COST SYSTEMS
REVENUE & COST ANALYSIS DIVISION
INFORMATION DEVELOPMENT BRANCH
COST ANALYSIS BRANCH
STATISTICAL ANALYSIS DIVISION
OPERATIONS STATISTICS BRANCH
RATES & CLASSIFICATION STATISTICS BRANCH
STATISTICAL OPERATIONS DIVISION
COST STATISTICS BRANCH
ADMINISTRATIVE STATISTICS BRANCH
REVENUE STATISTICS BRANCH
OFFICE OF RATES
DEMAND RESEARCH DIVISION
RATE RESEARCH DIVISION
RATE STUDIES DIVISION
RATE DEVELOPMENT DIVISION
PRIMARY RATES BRANCH
SPECIAL RATES BRANCH
OFFICE OF MAIL CLASSIFICATION
INTERNATIONAL MAIL DIVISION
SPECIAL SERVICES DIVISION
DOMESTIC MAIL CLASSIFICATION DIVISION
RULINGS BRANCH
SYSTEMS & PROCEDURES BRANCH

Exhibit 114.33 Rates & Classification Department

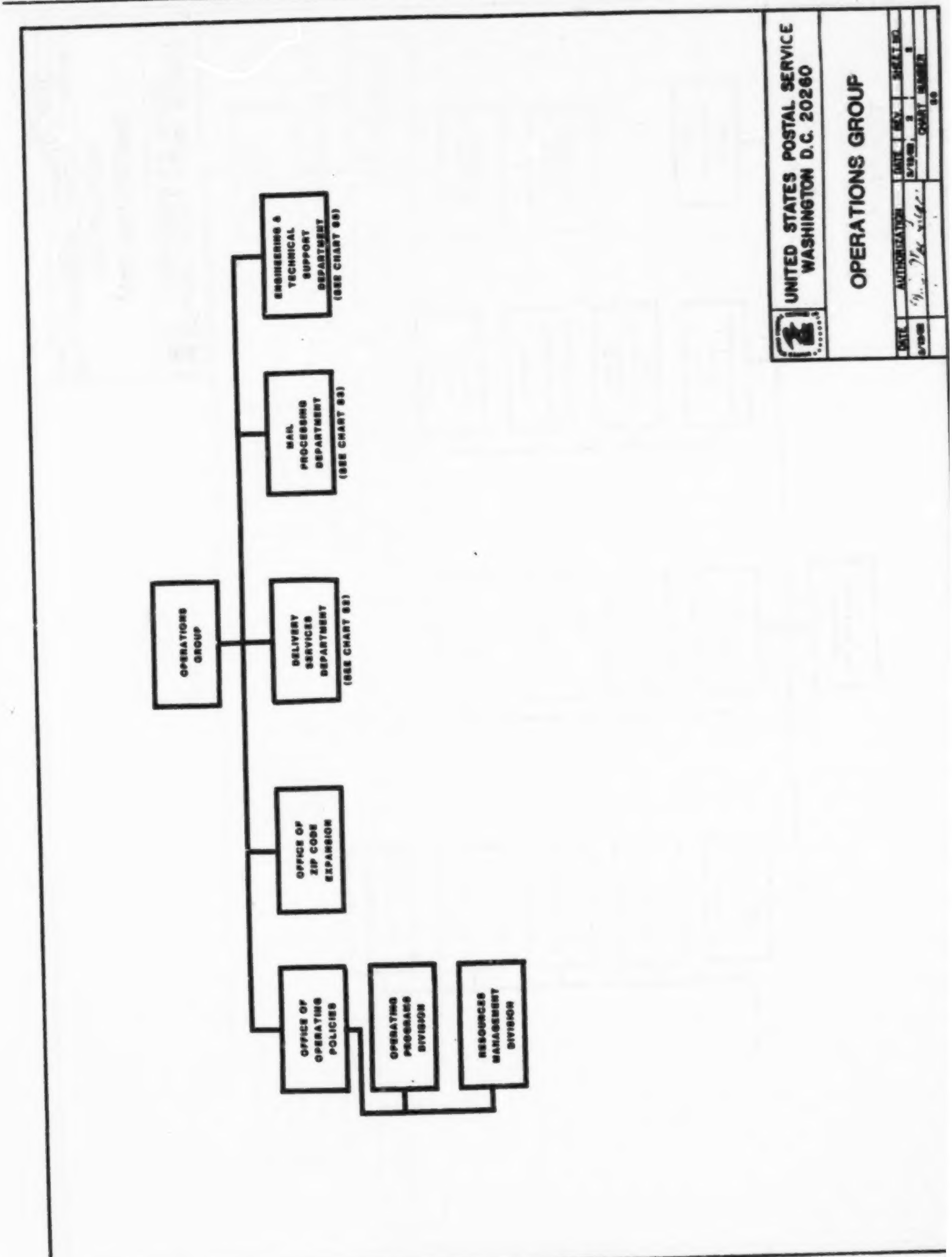

OPERATIONS GROUP
OFFICE OF OPERATING POLICIES
OPERATING PROGRAMS DIVISION
RESOURCES MANAGEMENT DIVISION
OFFICE OF ZIP CODE EXPANSION
DELIVERY SERVICES DEPARTMENT
(SEE CHART 92)
MAIL PROCESSING DEPARTMENT
(SEE CHART 93)
ENGINEERING & TECHNICAL SUPPORT DEPARTMENT
(SEE CHART 95)
UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
OPERATIONS GROUP
DATE
AUTHORIZATION
DATE
REV.
SHEET NO.
1
CHART NUMBER
90

Exhibit 114.4 Operations Group

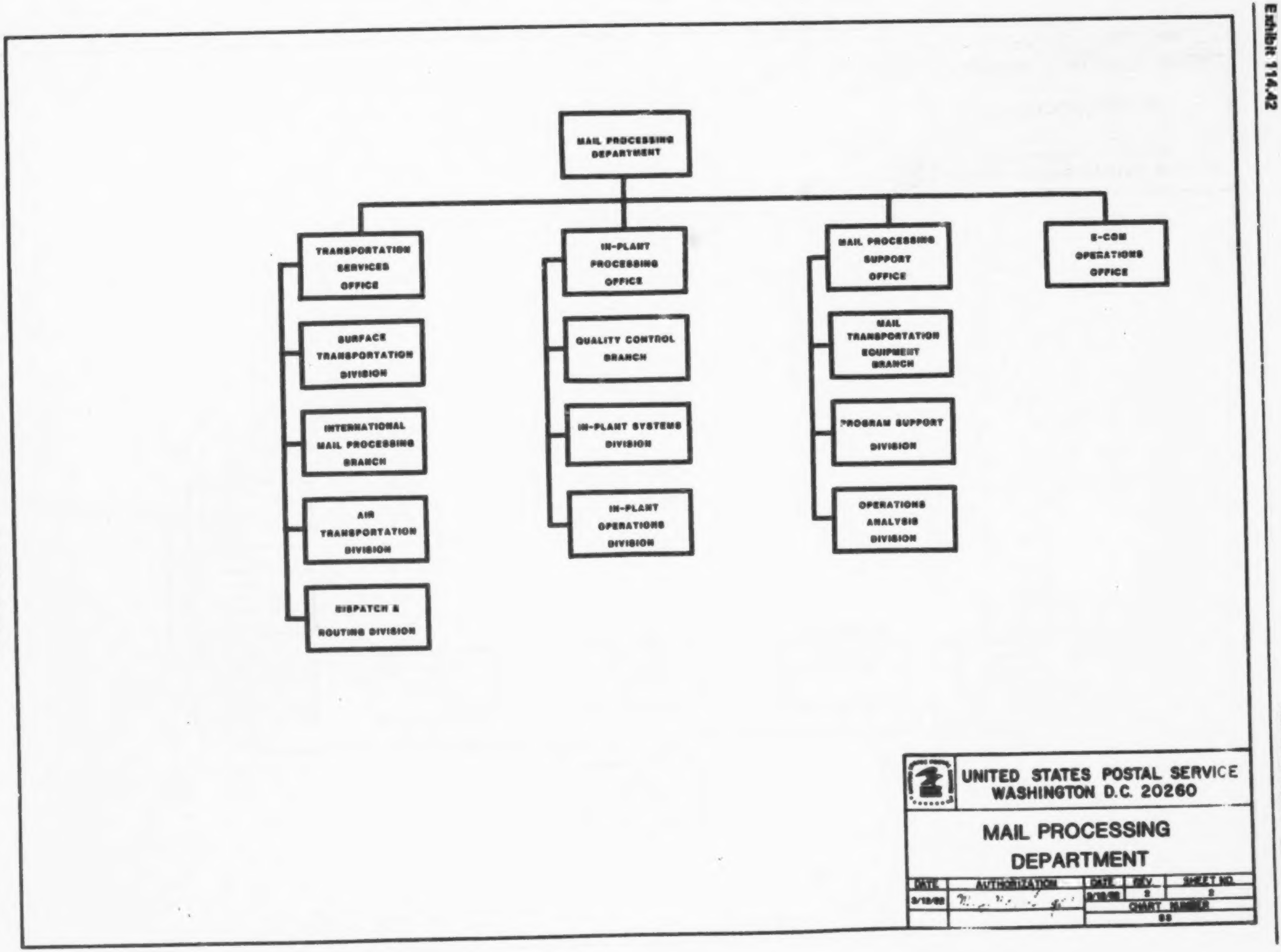

MAIL PROCESSING DEPARTMENT
TRANSPORTATION SERVICES OFFICE
SURFACE TRANSPORTATION DIVISION
INTERNATIONAL MAIL PROCESSING BRANCH
AIR TRANSPORTATION DIVISION
DISPATCH & ROUTING DIVISION
IN-PLANT PROCESSING OFFICE
QUALITY CONTROL BRANCH
IN-PLANT SYSTEMS DIVISION
IN-PLANT OPERATIONS DIVISION
MAIL PROCESSING SUPPORT OFFICE
MAIL TRANSPORTATION EQUIPMENT BRANCH
PROGRAM SUPPORT DIVISION
OPERATIONS ANALYSIS DIVISION
E-COM OPERATIONS OFFICE
UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
MAIL PROCESSING DEPARTMENT
DATE
3/18/82
AUTHORIZATION
DATE
3/18/82
REV.
2
SHEET NO.
2
CHART NUMBER
88

Exhibit 114.42 Mail Processing Department

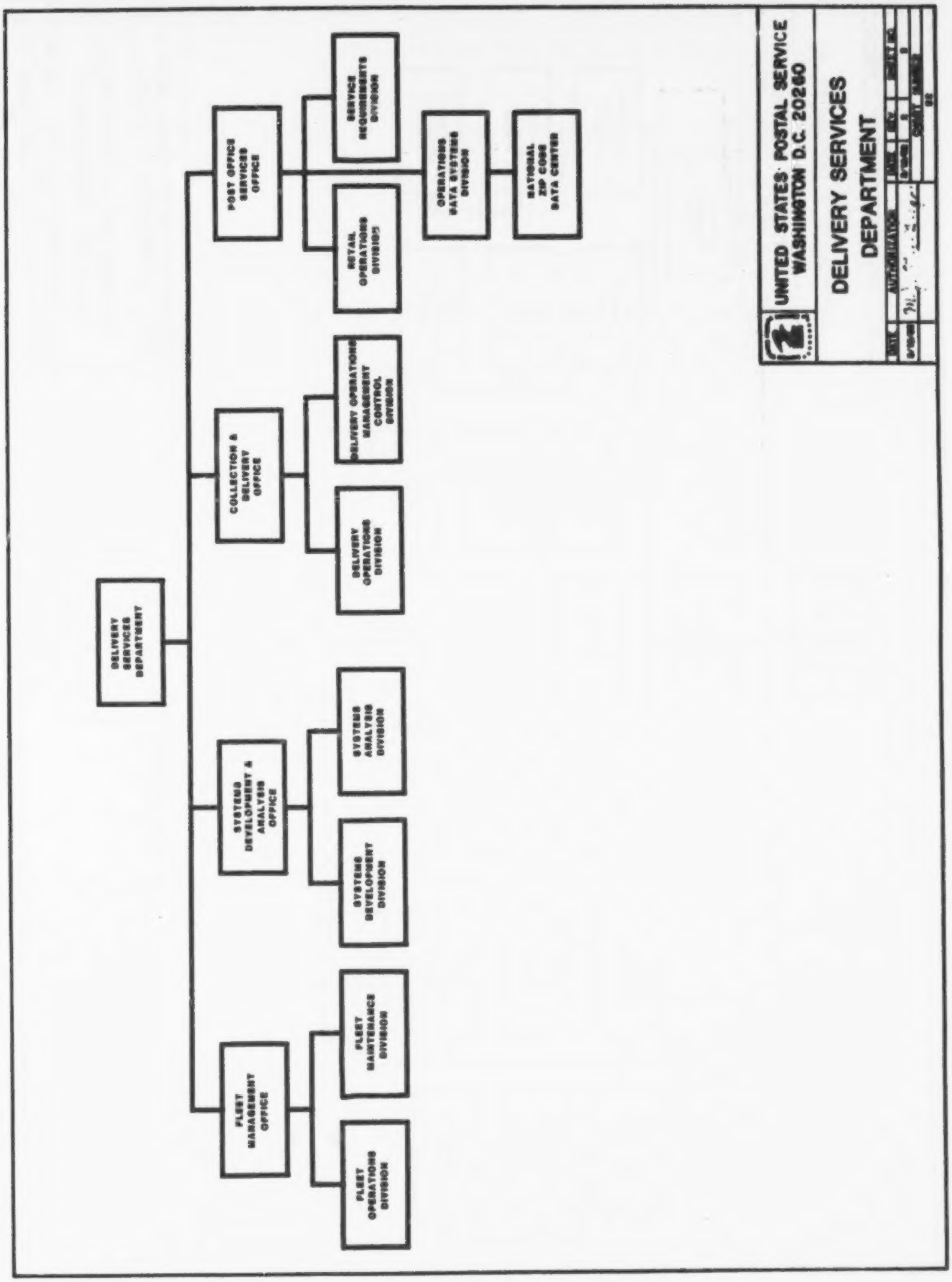

UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
DELIVERY SERVICES DEPARTMENT
DELIVERY SERVICES DEPARTMENT
FLEET MANAGEMENT OFFICE
FLEET OPERATIONS DIVISION
FLEET MAINTENANCE DIVISION
SYSTEMS DEVELOPMENT & ANALYSIS OFFICE
SYSTEMS DEVELOPMENT DIVISION
SYSTEMS ANALYSIS DIVISION
COLLECTION & DELIVERY OFFICE
DELIVERY OPERATIONS DIVISION
DELIVERY OPERATIONS MANAGEMENT CONTROL DIVISION
POST OFFICE SERVICES OFFICE
RETAIL OPERATIONS DIVISION
SERVICE REQUIREMENTS DIVISION
OPERATIONS DATA SYSTEMS DIVISION
NATIONAL ZIP CODE DATA CENTER

Exhibit 114.43 Delivery Services Department

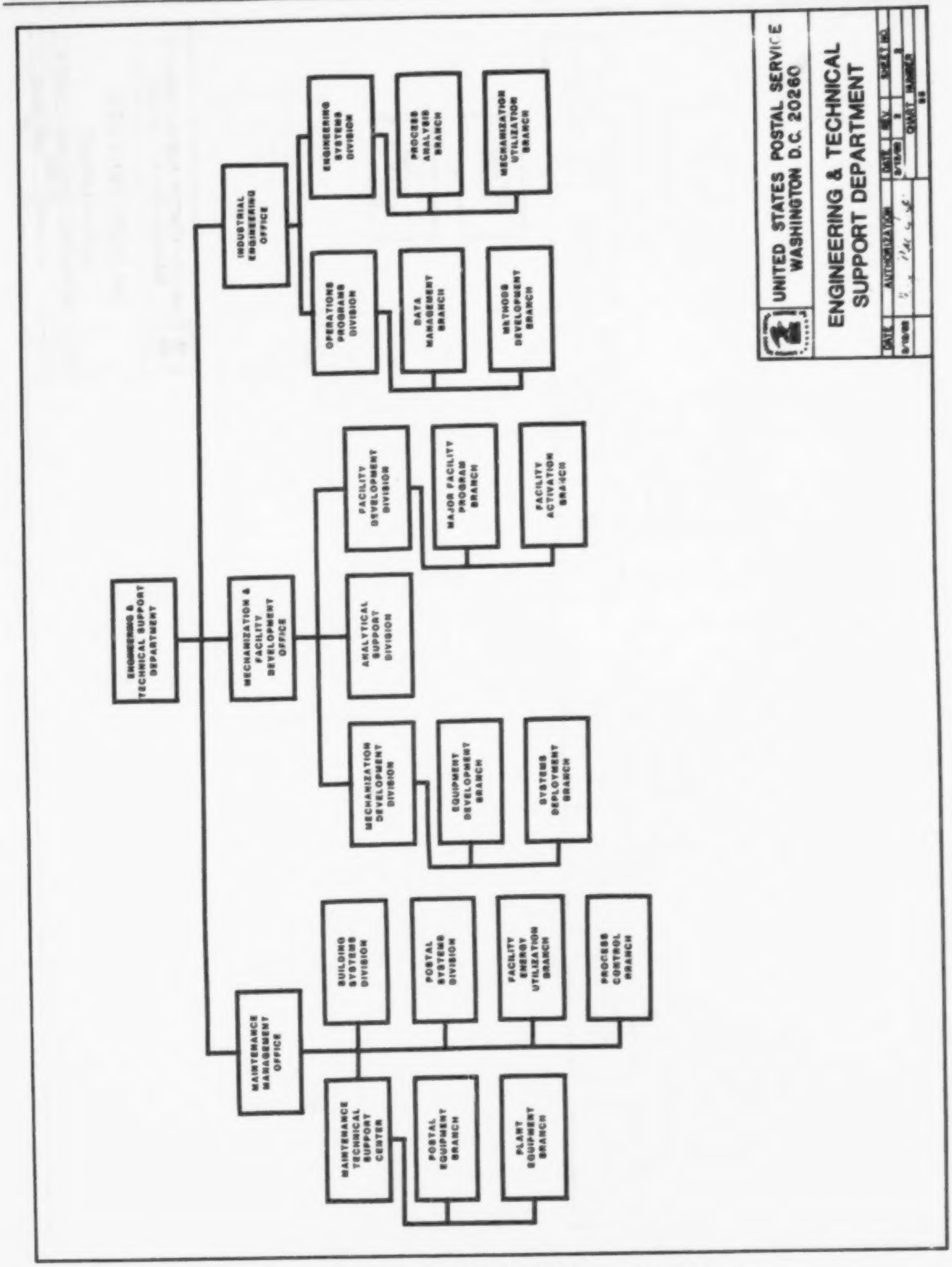

UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
ENGINEERING & TECHNICAL SUPPORT DEPARTMENT
DATE
AUTHORIZATION
DATE
REV.
SHEET NO.
CHART NUMBER
ENGINEERING & TECHNICAL SUPPORT DEPARTMENT
INDUSTRIAL ENGINEERING OFFICE
ENGINEERING SYSTEMS DIVISION
PROCESS ANALYSIS BRANCH
MECHANIZATION UTILIZATION BRANCH
OPERATIONS PROGRAMS DIVISION
DATA MANAGEMENT BRANCH
METHODS DEVELOPMENT BRANCH
MECHANIZATION & FACILITY DEVELOPMENT OFFICE
FACILITY DEVELOPMENT DIVISION
MAJOR FACILITY PROGRAM BRANCH
FACILITY ACTIVATION BRANCH
ANALYTICAL SUPPORT DIVISION
MECHANIZATION DEVELOPMENT DIVISION
EQUIPMENT DEVELOPMENT BRANCH
SYSTEMS DEPLOYMENT BRANCH
MAINTENANCE MANAGEMENT OFFICE
BUILDING SYSTEMS DIVISION
POSTAL SYSTEMS DIVISION
FACILITY ENERGY UTILIZATION BRANCH
PROCESS CONTROL BRANCH
MAINTENANCE TECHNICAL SUPPORT CENTER
POSTAL EQUIPMENT BRANCH
PLANT EQUIPMENT BRANCH

Exhibit 114.44 Engineering & Technical Support Department

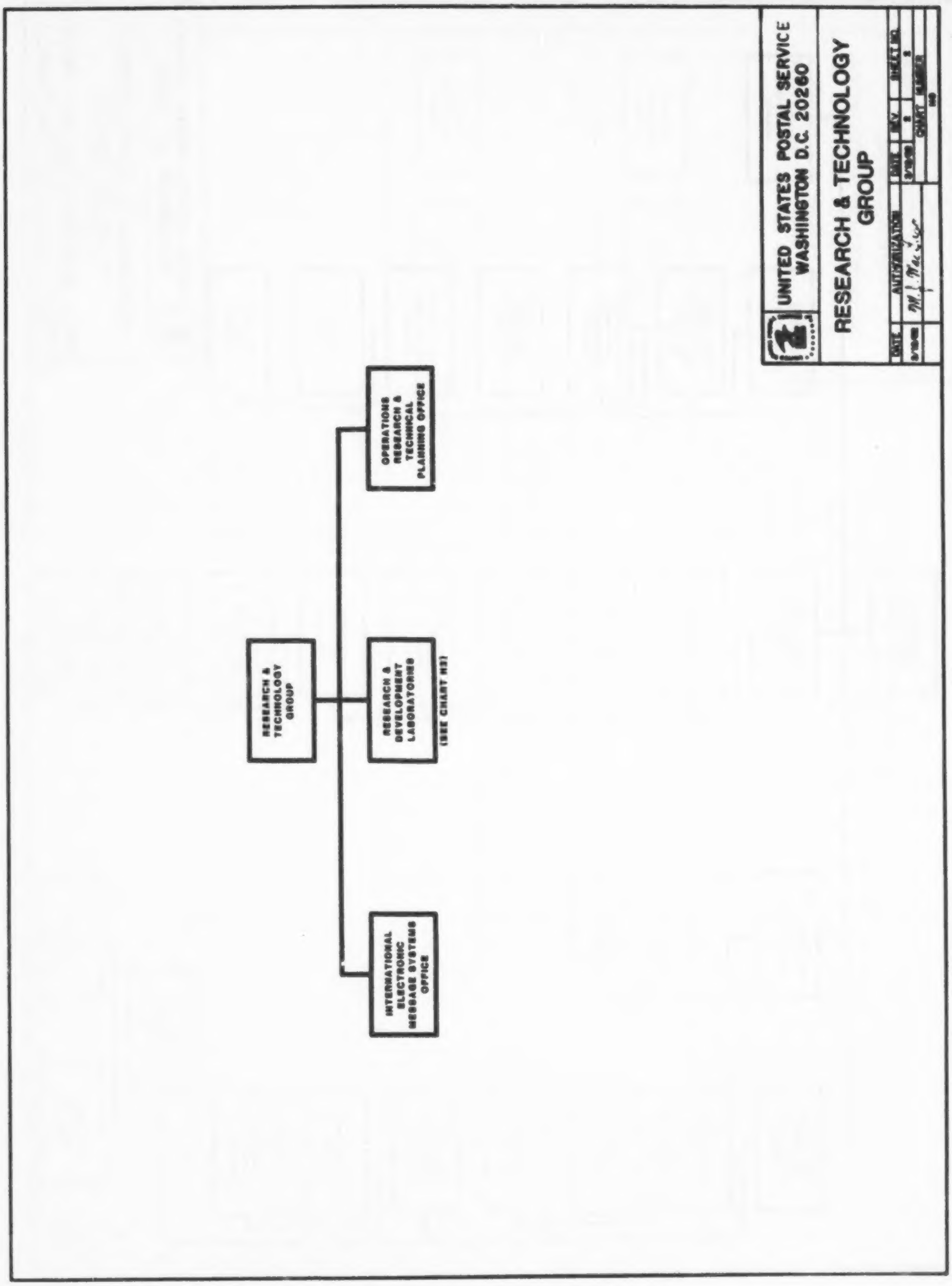

UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
RESEARCH & TECHNOLOGY GROUP
DATE
AUTHORIZATION
DATE
REV.
SHEET NO.
CHART NUMBER
RESEARCH & TECHNOLOGY GROUP
RESEARCH & DEVELOPMENT LABORATORIES
(SEE CHART H2)
OPERATIONS RESEARCH & TECHNICAL PLANNING OFFICE
INTERNATIONAL ELECTRONIC MESSAGE SYSTEMS OFFICE

Exhibit 114.5 Research & Technology Group

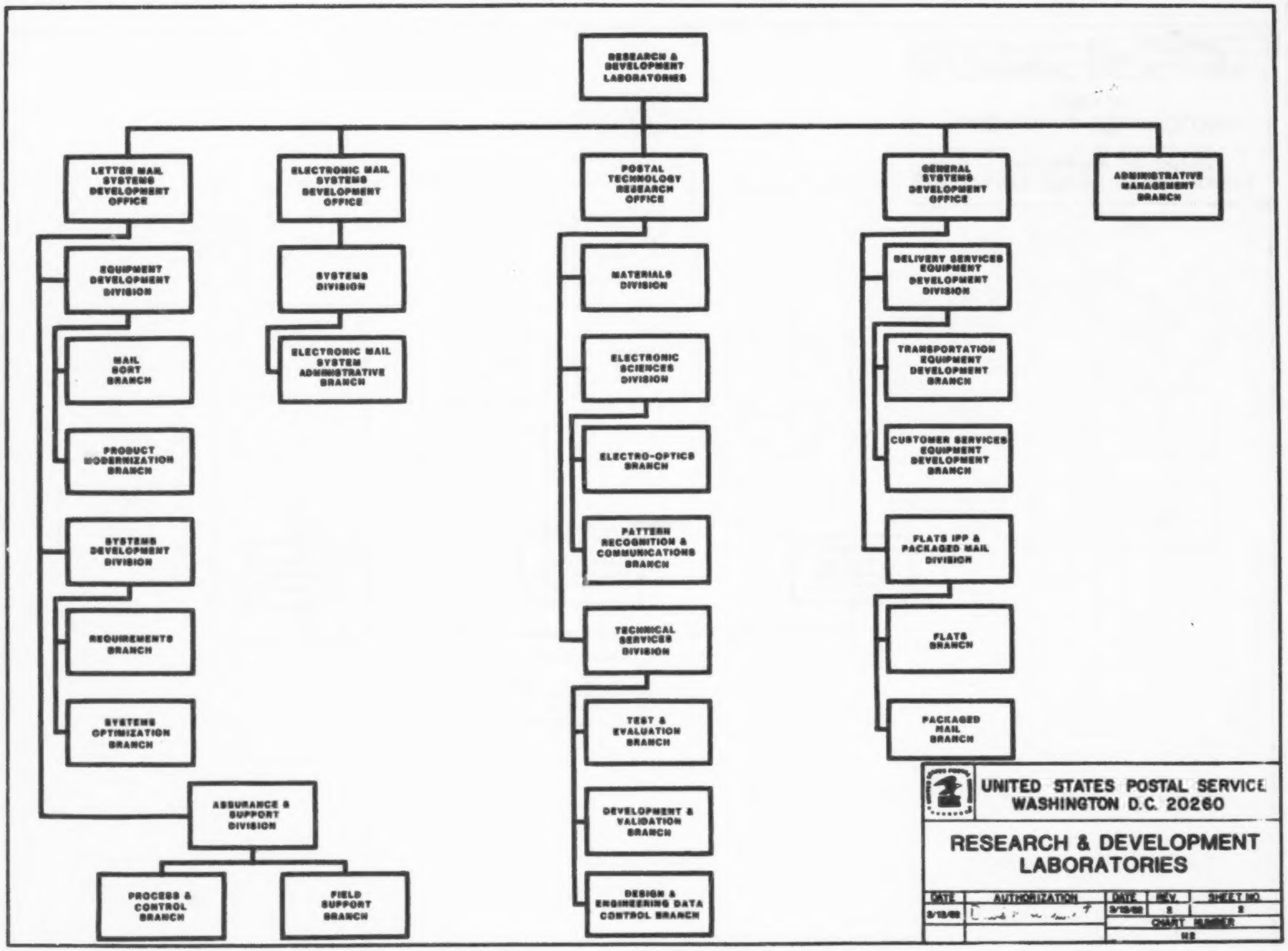

RESEARCH & DEVELOPMENT LABORATORIES
LETTER MAIL SYSTEMS DEVELOPMENT OFFICE
EQUIPMENT DEVELOPMENT DIVISION
MAIL SORT BRANCH
PRODUCT MODERNIZATION BRANCH
SYSTEMS DEVELOPMENT DIVISION
REQUIREMENTS BRANCH
SYSTEMS OPTIMIZATION BRANCH
ASSURANCE & SUPPORT DIVISION
PROCESS & CONTROL BRANCH
FIELD SUPPORT BRANCH
ELECTRONIC MAIL SYSTEMS DEVELOPMENT OFFICE
SYSTEMS DIVISION
ELECTRONIC MAIL SYSTEM ADMINISTRATIVE BRANCH
POSTAL TECHNOLOGY RESEARCH OFFICE
MATERIALS DIVISION
ELECTRONIC SCIENCES DIVISION
ELECTRO-OPTICS BRANCH
PATTERN RECOGNITION & COMMUNICATIONS BRANCH
TECHNICAL SERVICES DIVISION
TEST & EVALUATION BRANCH
DEVELOPMENT & VALIDATION BRANCH
DESIGN & ENGINEERING DATA CONTROL BRANCH
GENERAL SYSTEMS DEVELOPMENT OFFICE
DELIVERY SERVICES EQUIPMENT DEVELOPMENT DIVISION
TRANSPORTATION EQUIPMENT DEVELOPMENT BRANCH
CUSTOMER SERVICES EQUIPMENT DEVELOPMENT BRANCH
FLATS IPP & PACKAGED MAIL DIVISION
FLATS BRANCH
PACKAGED MAIL BRANCH
ADMINISTRATIVE MANAGEMENT BRANCH
UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
RESEARCH & DEVELOPMENT LABORATORIES
DATE
AUTHORIZATION
DATE
REV.
SHEET NO
CHART NUMBER

Exhibit 114.53 Research & Development Laboratories

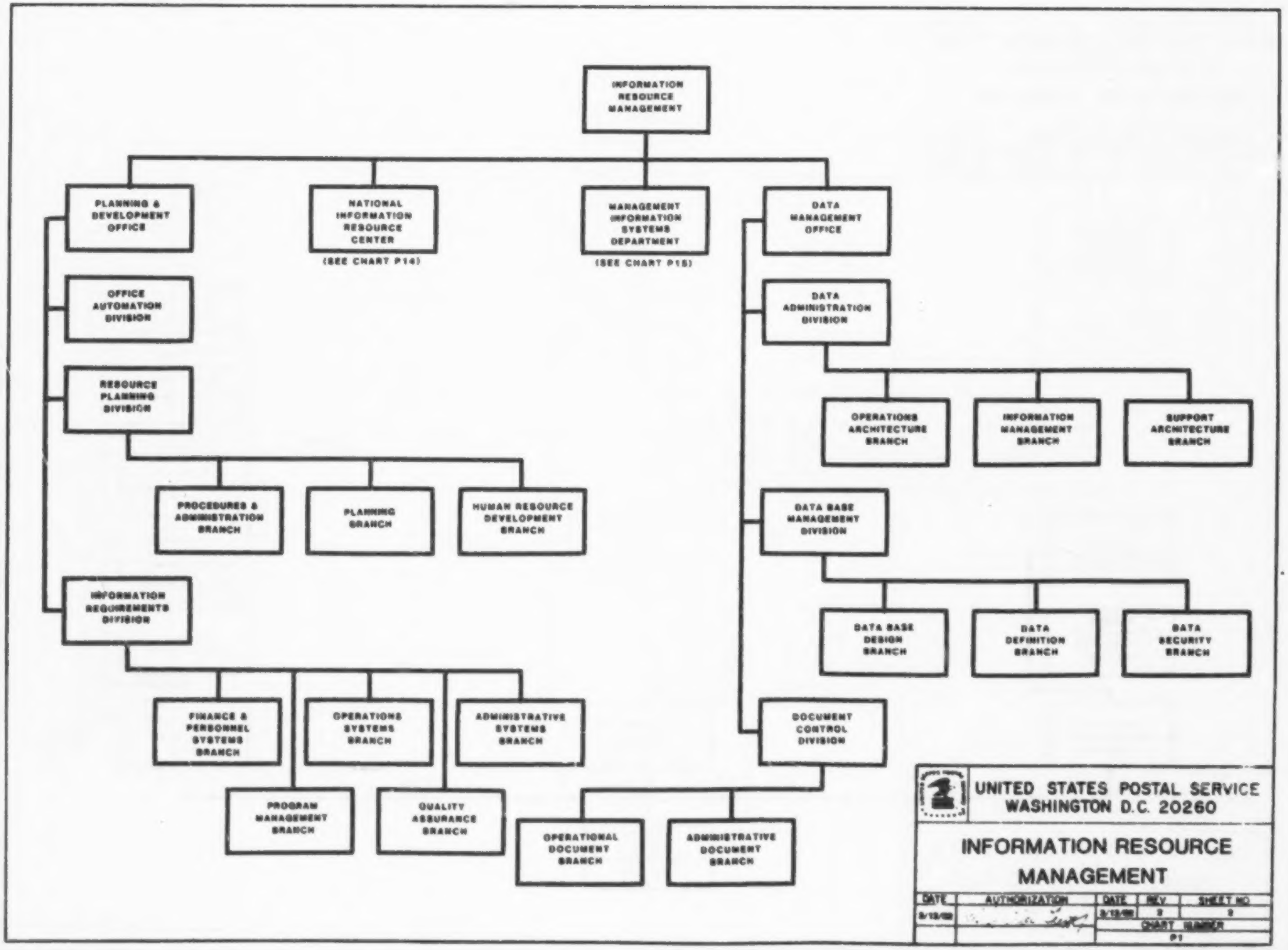

INFORMATION RESOURCE MANAGEMENT
PLANNING & DEVELOPMENT OFFICE
NATIONAL INFORMATION RESOURCE CENTER
(SEE CHART P14)
MANAGEMENT INFORMATION SYSTEMS DEPARTMENT
(SEE CHART P15)
DATA MANAGEMENT OFFICE
OFFICE AUTOMATION DIVISION
RESOURCE PLANNING DIVISION
PROCEDURES & ADMINISTRATION BRANCH
PLANNING BRANCH
HUMAN RESOURCE DEVELOPMENT BRANCH
INFORMATION REQUIREMENTS DIVISION
FINANCE & PERSONNEL SYSTEMS BRANCH
OPERATIONS SYSTEMS BRANCH
ADMINISTRATIVE SYSTEMS BRANCH
PROGRAM MANAGEMENT BRANCH
QUALITY ASSURANCE BRANCH
DATA ADMINISTRATION DIVISION
OPERATIONS ARCHITECTURE BRANCH
INFORMATION MANAGEMENT BRANCH
SUPPORT ARCHITECTURE BRANCH
DATA BASE MANAGEMENT DIVISION
DATA BASE DESIGN BRANCH
DATA DEFINITION BRANCH
DATA SECURITY BRANCH
DOCUMENT CONTROL DIVISION
OPERATIONAL DOCUMENT BRANCH
ADMINISTRATIVE DOCUMENT BRANCH
UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
INFORMATION RESOURCE MANAGEMENT
DATE
AUTHORIZATION
DATE
REV
2
SHEET NO
2
CHART NUMBER
P1

Exhibit 114.61 Information Resource Management

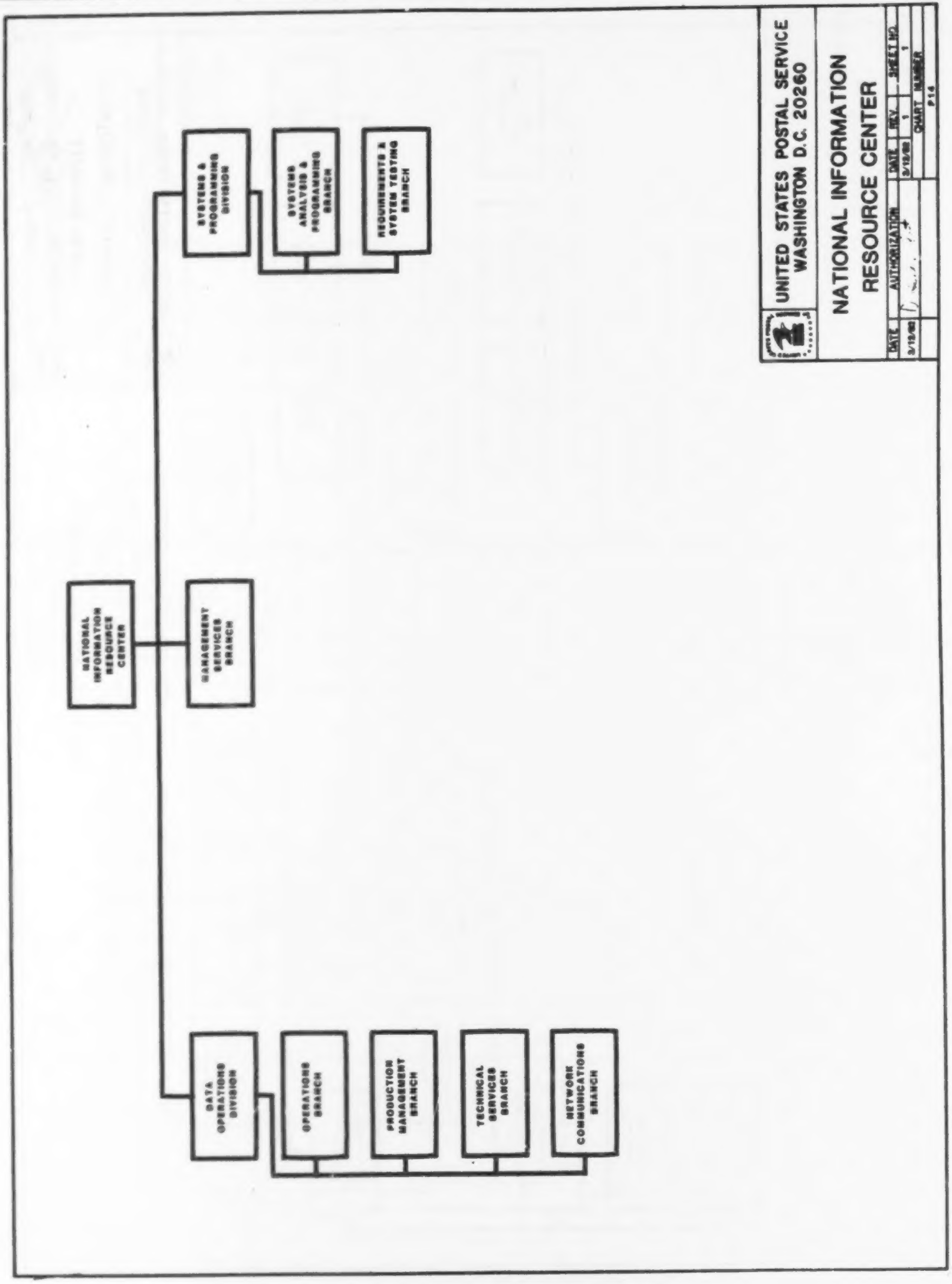

NATIONAL INFORMATION RESOURCE CENTER
MANAGEMENT SERVICES BRANCH
SYSTEMS & PROGRAMMING DIVISION
SYSTEMS ANALYSIS & PROGRAMMING BRANCH
REQUIREMENTS & SYSTEM TESTING BRANCH
DATA OPERATIONS DIVISION
OPERATIONS BRANCH
PRODUCTION MANAGEMENT BRANCH
TECHNICAL SERVICES BRANCH
NETWORK COMMUNICATIONS BRANCH
UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
NATIONAL INFORMATION RESOURCE CENTER
DATE
AUTHORIZATION
DATE
REV.
1
SHEET NO.
1
CHART NUMBER
P14

Exhibit 114.612 National Information Resource Center

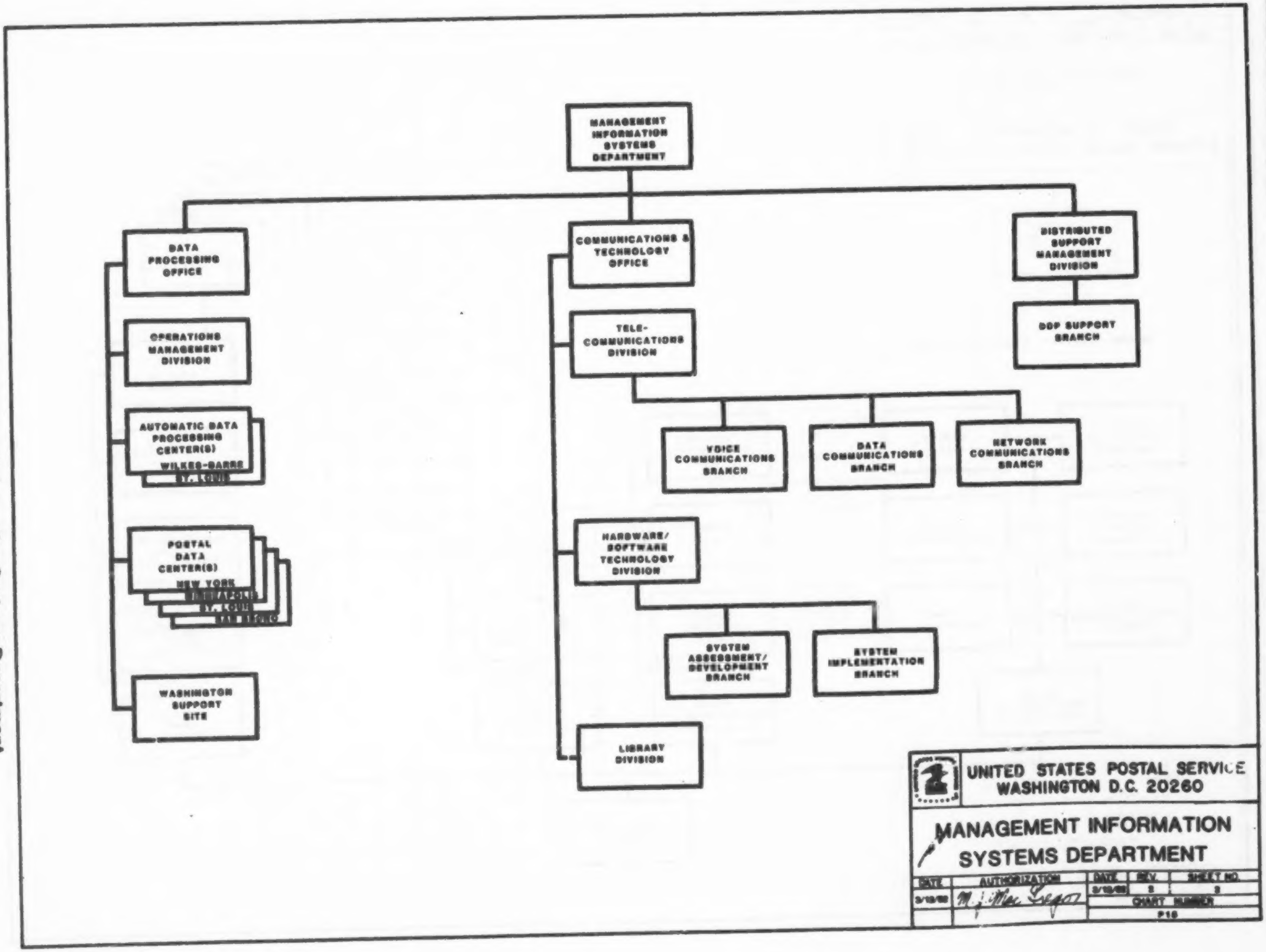

MANAGEMENT INFORMATION SYSTEMS DEPARTMENT
DATA PROCESSING OFFICE
OPERATIONS MANAGEMENT DIVISION
AUTOMATIC DATA PROCESSING CENTER(S)
WILKES-BARRE
ST. LOUIS
POSTAL DATA CENTER(S)
NEW YORK
MINNEAPOLIS
ST. LOUIS
SAN BRUNO
WASHINGTON SUPPORT SITE
COMMUNICATIONS & TECHNOLOGY OFFICE
TELE-COMMUNICATIONS DIVISION
VOICE COMMUNICATIONS BRANCH
DATA COMMUNICATIONS BRANCH
NETWORK COMMUNICATIONS BRANCH
HARDWARE/SOFTWARE TECHNOLOGY DIVISION
SYSTEM ASSESSMENT/DEVELOPMENT BRANCH
SYSTEM IMPLEMENTATION BRANCH
LIBRARY DIVISION
DISTRIBUTED SUPPORT MANAGEMENT DIVISION
DDP SUPPORT BRANCH
UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
MANAGEMENT INFORMATION
SYSTEMS DEPARTMENT
DATE
AUTHORIZATION
DATE
REV.
SHEET NO.
CHART NUMBER
P18

Exhibit 114.62 Management Information Systems Department

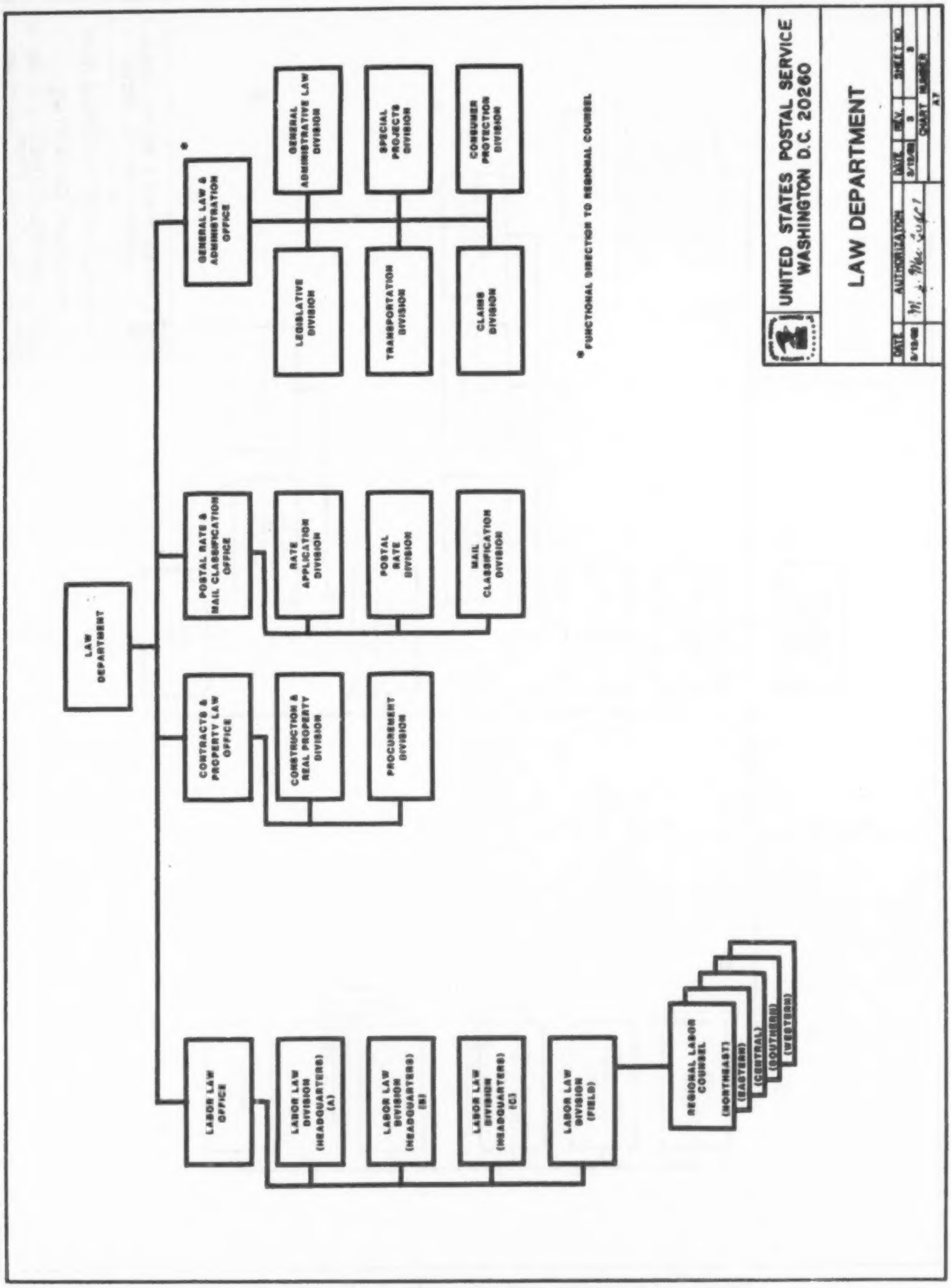

LAW DEPARTMENT
LABOR LAW OFFICE
LABOR LAW DIVISION (HEADQUARTERS) (A)
LABOR LAW DIVISION (HEADQUARTERS) (B)
LABOR LAW DIVISION (HEADQUARTERS) (C)
LABOR LAW DIVISION (FIELD)
REGIONAL LABOR COUNSEL (NORTHEAST)
(EASTERN)
(CENTRAL)
(SOUTHERN)
(WESTERN)
CONTRACTS & PROPERTY LAW OFFICE
CONSTRUCTION & REAL PROPERTY DIVISION
PROCUREMENT DIVISION
POSTAL RATE & MAIL CLASSIFICATION OFFICE
RATE APPLICATION DIVISION
POSTAL RATE DIVISION
MAIL CLASSIFICATION DIVISION
GENERAL LAW & ADMINISTRATION OFFICE *
LEGISLATIVE DIVISION
TRANSPORTATION DIVISION
CLAIMS DIVISION
GENERAL ADMINISTRATIVE LAW DIVISION
SPECIAL PROJECTS DIVISION
CONSUMER PROTECTION DIVISION
* FUNCTIONAL DIRECTION TO REGIONAL COUNSEL
UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
LAW DEPARTMENT
DATE
AUTHORIZATION
DATE
REV.
SHEET NO.
3
3
CHART NUMBER
A7

Exhibit 115.1 Law Department

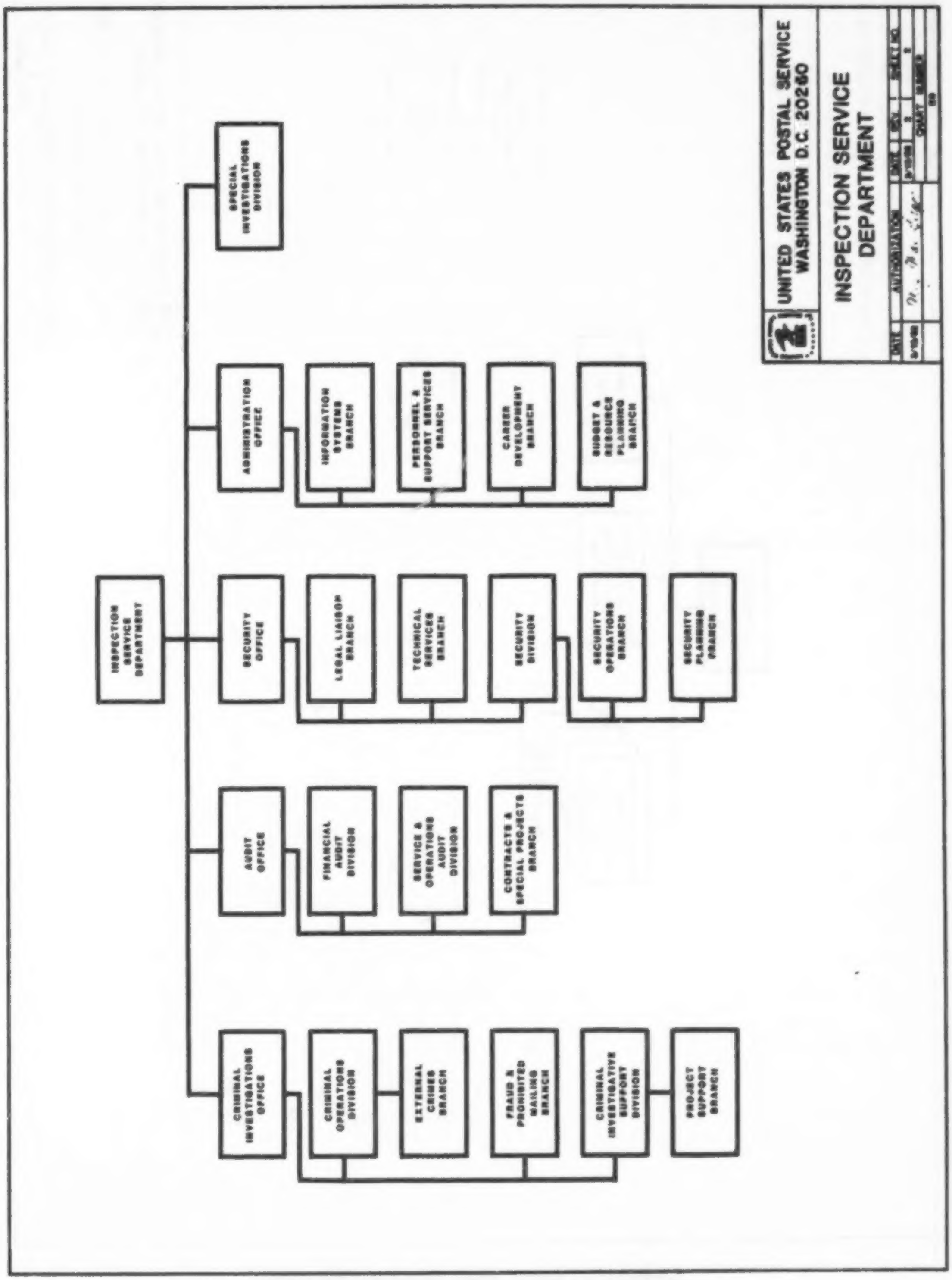

UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
INSPECTION SERVICE DEPARTMENT
DATE
AUTHORIZATION
REV
CHART NUMBER
INSPECTION SERVICE DEPARTMENT
SPECIAL INVESTIGATIONS DIVISION
ADMINISTRATION OFFICE
INFORMATION SYSTEMS BRANCH
PERSONNEL & SUPPORT SERVICES BRANCH
CAREER DEVELOPMENT BRANCH
BUDGET & RESOURCE PLANNING BRANCH
SECURITY OFFICE
LEGAL LIAISON BRANCH
TECHNICAL SERVICES BRANCH
SECURITY DIVISION
SECURITY OPERATIONS BRANCH
SECURITY PLANNING BRANCH
AUDIT OFFICE
FINANCIAL AUDIT DIVISION
SERVICE & OPERATIONS AUDIT DIVISION
CONTRACTS & SPECIAL PROJECTS BRANCH
CRIMINAL INVESTIGATIONS OFFICE
CRIMINAL OPERATIONS DIVISION
EXTERNAL CRIMES BRANCH
FRAUD & PROHIBITED MAILING BRANCH
CRIMINAL INVESTIGATIVE SUPPORT DIVISION
PROJECT SUPPORT BRANCH

Exhibit 115.2 Inspection Service Department

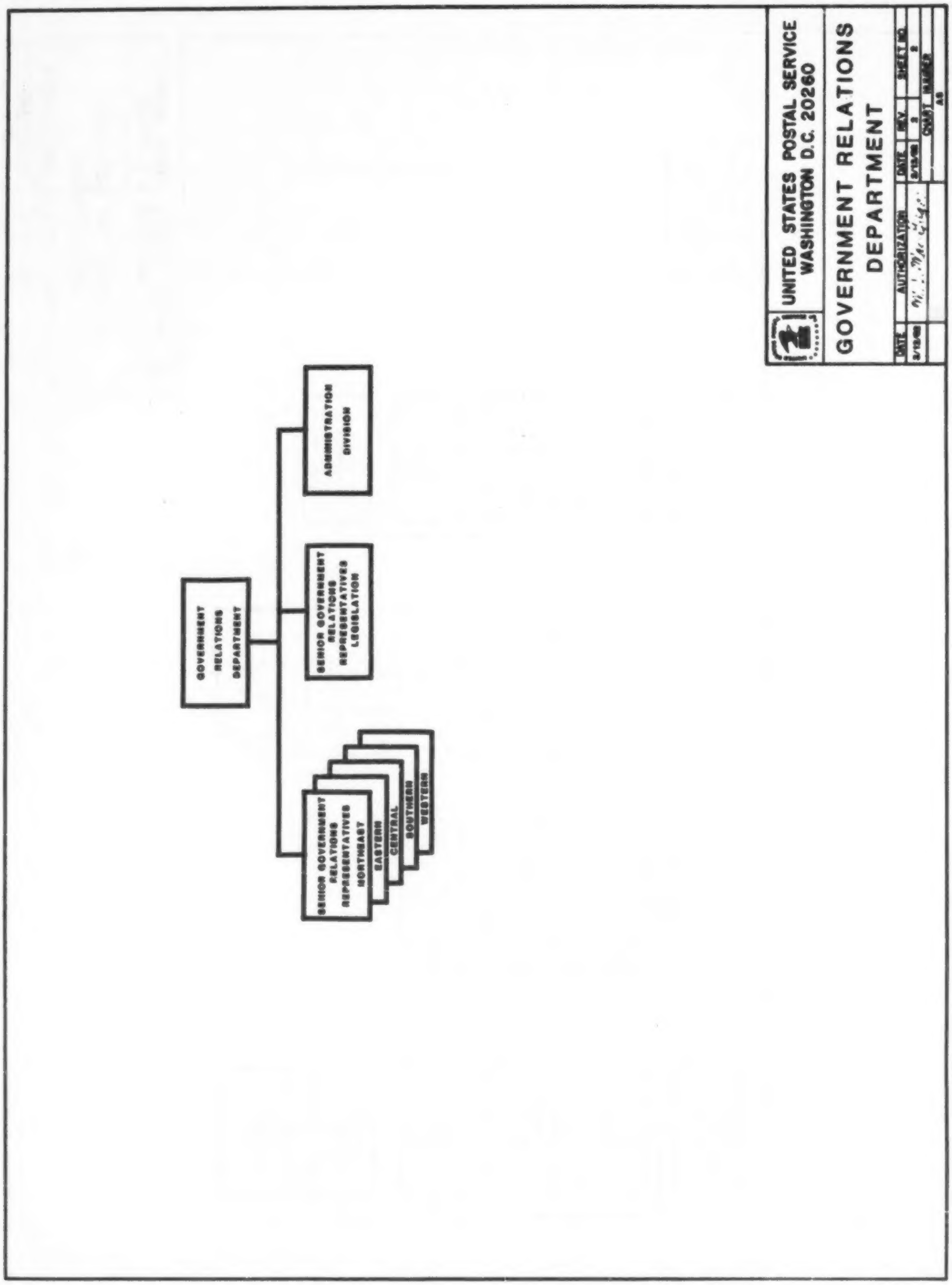

UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
GOVERNMENT RELATIONS DEPARTMENT
DATE
AUTHORIZATION
DATE
REV.
SHEET NO.
CHART NUMBER
GOVERNMENT RELATIONS DEPARTMENT
SENIOR GOVERNMENT RELATIONS REPRESENTATIVES NORTHEAST
EASTERN
CENTRAL
SOUTHERN
WESTERN
SENIOR GOVERNMENT RELATIONS REPRESENTATIVES LEGISLATION
ADMINISTRATION DIVISION

Exhibit 115.3 Government Relations Department

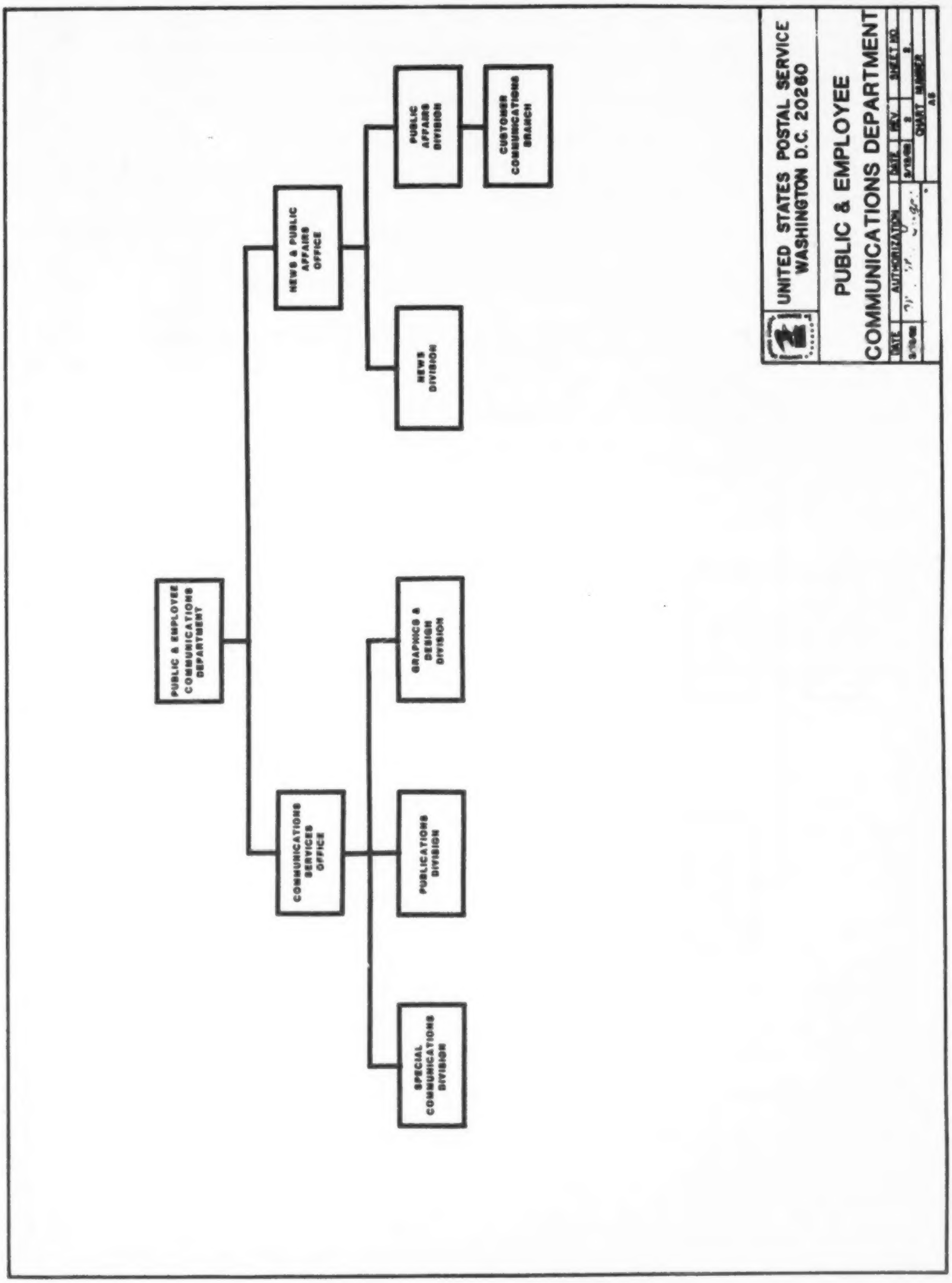
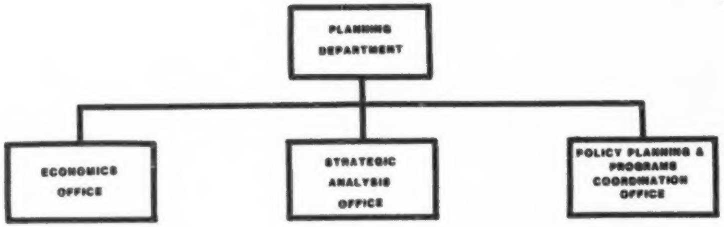

UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
PUBLIC & EMPLOYEE COMMUNICATIONS DEPARTMENT
DATE
AUTHORIZATION
DATE
REV.
SHEET NO.
CHART NUMBER
PUBLIC & EMPLOYEE COMMUNICATIONS DEPARTMENT
NEWS & PUBLIC AFFAIRS OFFICE
COMMUNICATIONS SERVICES OFFICE
NEWS DIVISION
PUBLIC AFFAIRS DIVISION
CUSTOMER COMMUNICATIONS BRANCH
GRAPHICS & DESIGN DIVISION
PUBLICATIONS DIVISION
SPECIAL COMMUNICATIONS DIVISION

Exhibit 115.4 Public & Employee Communications Department


PLANNING DEPARTMENT
ECONOMICS OFFICE
STRATEGIC ANALYSIS OFFICE
POLICY PLANNING & PROGRAMS COORDINATION OFFICE

UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260

PLANNING
DEPARTMENT

DATE	AUTHORIZATION	DATE	REV.	SHEET NO.
3/13/80		3/18/80	3	2
		CHART NUMBER		
		A4		

Exhibit 115.5 Planning Department

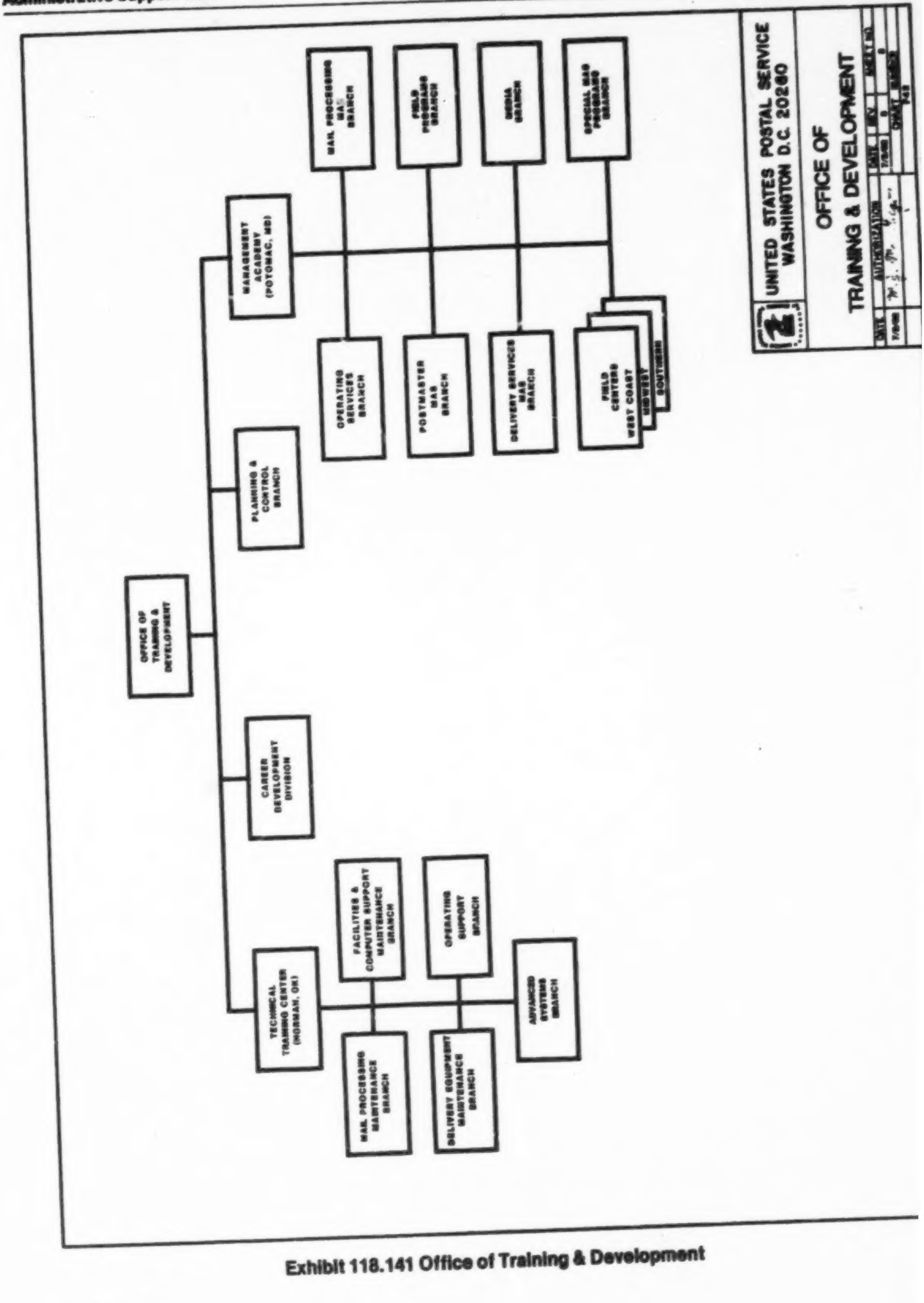

OFFICE OF TRAINING & DEVELOPMENT
TECHNICAL TRAINING CENTER (NORMAN, OK)
MAIL PROCESSING MAINTENANCE BRANCH
FACILITIES & COMPUTER SUPPORT MAINTENANCE BRANCH
DELIVERY EQUIPMENT MAINTENANCE BRANCH
OPERATING SUPPORT BRANCH
ADVANCED SYSTEMS BRANCH
CAREER DEVELOPMENT DIVISION
PLANNING & CONTROL BRANCH
MANAGEMENT ACADEMY (POTOMAC, MD)
OPERATING SERVICES BRANCH
MAIL PROCESSING MAS BRANCH
POSTMASTER MAS BRANCH
FIELD PROGRAMS BRANCH
DELIVERY SERVICES MAS BRANCH
MEDIA BRANCH
FIELD CENTERS WEST COAST
MIDWEST
SOUTHERN
SPECIAL MAS PROGRAMS BRANCH
UNITED STATES POSTAL SERVICE
WASHINGTON D.C. 20260
OFFICE OF
TRAINING & DEVELOPMENT
DATE
AUTHORIZATION
REV
SHEET NO.

Exhibit 118.141 Office of Training & Development

Chapter 2
Inspection Service

210 General

211 Authority

211.1 Responsibility

.11 The Inspection Service is headed by the Chief Postal Inspector, who reports directly to the Postmaster General. The Chief Postal Inspector acts as security officer and emergency coordinator for the Postal Service, and maintains liaison with other investigative and law enforcement agencies of the Government, as well as the Federal Emergency Management Agency and other emergency coordinators.

.12 The Inspection Service is responsible for protection of the mails, enforcement of postal laws, plant and personnel security, inspection of postal matters, internal audits, and coordinating USPS emergency preparedness planning of both a wartime and natural disaster nature. The Inspection Service, in accordance with applicable policies, regulations, and procedures, carries out investigations and presents evidence to the Department of Justice and U.S. attorneys in investigations of a criminal nature. It also undertakes operating inspections and audits for the Postal Service.

211.2 Arrest and Subpoena Powers

.21 Authorization

Postal Inspectors are authorized to perform the following functions in connection with any matter within their respective official duties as established by the Chief Postal Inspector:

a. Carry firearms;

b. Serve warrants and subpoenas issued under the authority of the United States;

c. Make arrests without warrant for offenses against the United States committed in their presence; and

d. Make arrests without warrant for felonies cognizable under the laws of the United States, if they have reasonable grounds to believe that the person to be arrested has committed or is committing such a felony.

22. Limitations

The powers granted by 211.21 shall be exercised only in the enforcement of laws regarding property of the United States in the custody of the Postal Service, including property of the Postal Service, the use of the mails, and other postal offenses.

212 Circulars and Rewards

212.1 Wanted Circulars

The Inspection Service issues wanted circulars to assist in locating and arresting fugitive postal offenders. Post these circulars in the most conspicuous place in the post office lobby and in other prominent places. Post near the Notice of Reward sign. Telephone or telegraph immediately to the postal inpsector in charge any information on the possible location of the person wanted. Remove and destroy circulars immediately when notified of their cancellation or when the circular is not listed in the periodic *Postal Bulletin* notices of current wanted circulars.

212.2 Rewards

.21 Rewards can be paid in the amounts and under the conditions stated in Notice 96, *Notice of Reward*, for the arrest and conviction of persons for the following postal offenses:

a. Robbery or attempted robbery.

b. Mailing bombs, explosives, poison, or controlled substances.

c. Post office burglary.

d. Stealing or unlawful possession of mail or money or other property under the custody or control of the United States Postal Service.

e. Obstructing or retarding the passage of mail.

f. Altering counterfeiting, forgoing, and unlawful uttering or passing of postal money orders.

.22 The postmaster or a designated employee should personally present reward notices to representatives of firms transporting mail, security or detective units of firms, police officers, sheriffs and their deputies, if practicable, and encourage their cooperation in protecting mail and Postal Service property.

213 Mail Covers

213.1 Policy

The USPS maintains rigid controls and supervision with respect to the use of mail covers as investigative or law enforcement techniques.

213.2 Scope

These regulations constitute the sole authority and procedure for initiating, processing, placing, and using mail covers.

213.3 Definitions

.31 Mail Cover. The process by which a record is made of any data appearing on the outside cover of any class of mail matter, including checking the contents of any second-, third- or fourth-class mail matter as now sanctioned by law, in order to obtain information in the interest of (a) protecting the national security, (b) locating a fugitive, or (c) obtaining evidence of commission or attempted commission of a crime.

.32 Fugitive. Any person who has fled from the United States or any state, territory, the District of Columbia or a possession of the United States, to avoid prosecution for a crime, to avoid punishment for a crime, or to avoid giving testimony in a criminal proceeding.

.33 Crime. For purposes of these regulations, any commission of an act or the attempted commission of an act that is punishable by law by imprisonment for a term exceeding 1 year.

.34 Law Enforcement Agency. Any authority of the Federal government or any authority of a state or local government one of whose functions is to investigate the commission or attempted commission of acts constituting a crime.

.35 Protect the National Security. To protect the United States from any of the following actual or potential threats to its security by a foreign power or its agents:

a. An attack or other grave hostile act;
b. Sabotage, or international terrorism; or
c. Clandestine intelligence activities.

213.4 Authorizations

.41 Chief Postal Inspector

.411 The Chief Postal Inspector is the principal officer of the Postal Service in the administration of all matters governing mail covers. The Chief Postal Inspector may delegate any or all of this authority to not more than two designees at Inspection Service Headquarters, and, except for national security covers, may also delegate any or all such authority to the Regional Chief Postal Inspectors. All such delegations of authority must be issued through official directives.

.412 The Chief Postal Inspector or designee may order mail covers under the following circumstances:

a. When there is reason to believe that the subject or subjects of the mail cover are engaged in any activity violating any postal statute.

b. When written request is received from any law enforcement agency wherein the requesting authority stipulates and specifies the reasonable grounds that exist which demonstrate the mail cover is necessary to (1) protect the national security, (2) locate a fugitive, or (3) obtain information regarding the commission or attempted commission of a crime.

c. When time is critical, the Chief Postal Inspector or designee may act upon an oral request, to be confirmed by the requesting authority in writing within 2 business days. However, no information may be released until an appropriate written request is received.

.42 Postal Inspectors in Charge

.421 All postal inspectors in charge, and not more than three designees pursuant to delegations in writing, may order mail covers within their districts under the following circumstances:

a. Where there is reason to believe the subject or subjects are engaged in an activity violative of any postal statute.

b. Where written request is received from any law enforcement agency of the Federal, state, or local governments, in which the requesting authority stipulates and specifies the reasonable grounds that exist which demonstrate that the mail cover (*1*) would aid in locating a fugitive, or (*2*) would assist in obtaining information concerning the commission or attempted commission of a crime.

.422 Except when ordered by the Chief Postal Inspector or designee, requests for mail covers must be approved by the postal inspector in charge or designee, in each district in which the mail cover is to operate.

.423 When time is critical, the postal inspector in charge or designee may act upon an oral request to be confirmed by the requesting authority in writing within 2 business days. However, no information may be released until an appropriate written order is received.

213.5 Limitations

.51 No persons in the Postal Service, except those employed for that purpose in dead mail offices, may break or permit breaking of the seal of any mail sealed against inspection without a search warrant, even though it may contain criminal or otherwise unmailable matter, or furnish evidence of the commission of a crime.

.52 No mail covers may include matter mailed between mail cover subjects and their known attorney-at-law.

.53 No officer or employee of the Postal Service other than the Chief Postal Inspector or postal inspectors in charge, and their designees, are authorized to order mail covers. Under no circumstances shall a postmaster or postal employee furnish information as defined in 213.31 to any person except as authorized by the Chief Postal Inspector, a postal inspector in charge, or their designees.

.54 Except for mail covers ordered upon subjects engaged, or suspected to be engaged, in any activity against the national security, or activity violative of any postal law, no mail cover order shall remain in force and effect for more than 30 days. At the expiration of such period, or prior thereto, the requesting authority may be granted additional 30-day periods under the same conditions and procedures applicable to the original request.

.55 No mail cover shall remain in force longer than 120 days unless personally approved for further extension by the Chief Postal Inspector.

.56 Except for fugitive cases, no mail cover shall remain in force when the subject has been indicted for any cause. If the subject is under investigation for further criminal violations, a new mail cover order must be requested, consistent with these regulations.

.57 Any national security mail cover request must be approved personally by the head of the law enforcement agency requesting the cover.

213.6 Records

.61 All requests for mail covers, with records of action ordered thereon, and all reports issued pursuant to them, are deemed to be within the custody of the Chief Postal Inspector. However, the physical location of this data shall be at the discretion of the Chief Postal Inspector.

.62 The postal inspectors in charge shall promptly submit copies of all requests for mail covers and the determination made of them to the Chief Postal Inspector or designee for review.

.63 If the Chief Postal Inspector or designee determines a mail cover was improperly ordered by a postal inspector in charge or designee, all data acquired while the cover was in force must be destroyed, and the requesting authority notified of the mail cover discontinuance and the reasons therefor.

.64 Any data concerning mail covers must be made available to any mail cover subject in any legal proceeding through appropriate discovery procedures.

.65 The retention period for files and records pertaining to mail covers is 8 years.

213.7 Reporting to Requesting Authority

Once a mail cover has been duly ordered, authorization may be delegated to any officer in the Postal Service to transmit mail cover reports directly to the requesting authority. If at all possible, the transmitting officer should be a postal inspector.

213.8 Review

.81 The Chief Postal Inspector or designee shall review all actions taken by postal inspectors in charge or their designees, upon initial submission of a report on a request for mail cover.

.82 The Chief Postal Inspector's determination in all matters concerning mail covers is final and conclusive and not subject to further administrative review.

220 Postal Emergencies, Losses, and Offenses

221 Reporting

221.1 General Requirements

.11 Reports

Postmasters are required to report emergencies, postal losses, and offenses to the Inspection Service. Address reports to the inspector in charge of the division in which the loss or offense took place.

.12 Emergencies

Report emergencies such as civil disorders, catastrophes, and disasters, etc. directly to the local postal inspector by telephone, confirming the report in writing to the Inspection Service. Report any loss, damage or casualty sustained. (See 221.2 and 221.3.)

.13 Postal Losses and Offenses and National Defense Material

Report directly to the local Postal Inspector all cases of burglary, assault, robbery, explosion, or classified national defense material found loose in the mail. Confirm the report in writing. Also inform local law enforcement officers of any of the above, except finding classified matter.

.14 Telephone Reports

Include the following information:

a. Date and nature of occurrence.

b. Approximate loss; if none, so state.

c. Serial numbers of blank money order forms and whether issuing equipment was lost or stolen.

d. Action taken to obtain an emergency stock of items lost or stolen.

e. Address of fugitive postal offenders and aliases, if known.

f. Remedial action taken if explosive or poisonous articles are discovered, or an emergency caused by hazardous matter.

g. Whether local police were contacted.

h. Security category, mailer of classified material found loose, and action taken to secure it.

.15 Written Reports

The written confirmation should include the same information furnished by phone, plus:

a. Serial numbers of Treasury checks lost or stolen.

b. Quantity and denomination of stamps and other accountable paper lost or stolen.

c. Amount of USPS funds or property lost or stolen.

d. Nature and amount of any personal loss.

e. Serial number, if any, of mail keys lost or stolen.

f. Full particulars of lost, stolen, or rifled registered mail.

g. Additional information discovered after the initial report was made.

.16 Nonemergencies and Routine Losses and Offenses

Less serious losses and offenses may be reported by memorandum or by standard USPS forms. (See 221.4 and 221.5.)

.17 Prohibition

Do not discuss information concerning offenses or suspected offenses of postal employees with anyone outside the Inspection Service.

.18 Addresses for Postal Inspectors in Charge

a. Box 4327
Atlanta, GA 30321

b. Box 2217
Boston, MA 02205

c. Main Post Office
Room 642
Chicago, IL 60669

d. Box 2057
Cincinnati, OH 45201

e. P.O. Box 5726
Cleveland, OH 44101

f. P.O. Box 566
Des Moines, IA 50302

g. Box 119
Detroit, MI 43232

h. Box 1230
Fort Worth, TX 76101

i. P.O. Box 884
Indianapolis, IN 46206

j. P.O. Box 1606
Kansas City, MO 64141

k. Box 30456
Los Angeles, CA 90030

l. Box 3180
Memphis, TN 38103

m. P.O. Box 788
Milwaukee, WI 53201

n. Box 509
Newark, NJ 07101

o. Box 555
New York, NY 10116

p. Box 7500
Philadelphia, PA 19101

q. Room 1700
650 Smithfield Street
Pittsburgh, PA 15222

r. 200 S. Hanley Road
10th Floor
St. Louis, MO 63199

s. Main Post Office Building
Room 309
St. Paul, MN 55165

t. Box 367
San Francisco, CA 94101

u. Box 400
Seattle, WA 98111

v. Box 1820
Washington, DC 20066

221.2 Emergencies, Losses, and Offenses Reported by Telephone

.21 Loss or Damage

.211 Damage to a postal unit by fire, hurricane, flood, or other catastrophe.

.212 Loss of a significant amount of USPS funds, accountable paper, or property.

.213 Loss of a rotary lock pouch, valuable registered mail, or large quantity of other mail.

.22 Thefts or Burglaries

.221 Postal unit or vehicle broken into, burglarized, or robbed.

.222 Post office locks and keys (including keys and locks for mail boxes and mailbags) stolen, missing, or found under suspicious circumstances, including improper possession.

.223 Indicated or suspected embezzlement. (Note: Make no further investigation or inquiry after telephone call and followup report.)

.224 Thefts, fires, and willful damage to mailboxes or contents, including customer mail receptacles, lockboxes, collection and relay boxes.

.225 Theft or mistreatment of mail. (Note: If a postal employee, mail contractor, or employee of a contractor is suspected of theft, abandonment, or other mistreatment of mail, report all known facts and make no further investigation or inquiry.)

.23 Accidents

.231 Accidents which kill or injure private persons, or cause extensive damage to private property. (See 250.)

.232 Accidents which kill or seriously injure a postal employee.

.24 Assaults or Threats

.241 Postmaster or postal employee physically assaulted or robbed while on duty, or while in possession of mail, postal funds, or property. (See 223.)

.242 Postal employee threatened with death or bodily injury. (See 223.)

.243 Postal customer physically assaulted or threatened with death or bodily injury by a postal employee. (See 223.)

.244 Libel, threats, extortion.

.245 Bomb threats.

.25 Stamp Offenses

Illegal use of stamps; removal of stamps from wrapper (submit wrapper or other cover with confirmation memorandum); unusual possession of stamps which might indicate illegal use; reuse; use by postal employees in payment of debts; over or undercharges of postage; alteration of meter stamps; tampering with meters, etc.

.26 Sabotage

Indicated or suspected sabotage of mail processing equipment by a postal employee. This includes any method, procedure, or technique by which an employee is able to stop the mail processing equipment, causing downtime. (*Note:* Make no further investigation or inquiry.)

221.3 Emergencies, Losses, and Offenses Requiring Special Actions

.31 Demonstrations, Riots, or Picketing

.311 If demonstrations, riots, or picketing are imminent or in progress at any postal installation, immediately notify the Regional Postmaster General (RPMG), the local postal inspector (or inspector in charge), and the local police department or other local law enforcement body.

.312 Advise the RPMG and postal inspector of the following, if known:

a. Approximate number of persons involved and their cause.
b. Interference with movement of mail.
c. Damage to postal property.
d. Blocking of entrances and exits.
e. Inconvenience or criticism of customers.
f. Newspaper or other media publicity.
g. Any action taken or contemplated by local, state, or federal law enforcement officials.
h. Whether or not postal employees are involved and, if so, whether on or off duty.
i. Whether or not postal employee organizations are involved.
j If there is picketing, the exact messages on the picket signs.

.27 Classified National Defense Matter

.271 Categories

Categories of classified national defense matter are TOP SECRET, SECRET, and CONFIDENTIAL. SECRET AND CONFIDENTIAL matter should be double-enveloped before entering it in the mail. The outer envelope bears the address and other mailing information but no indication of classification of the contents. The inner envelope, and each page of a classified document is marked with the classification of the contents.

.272 Mailing Criteria

a. TOP SECRET material may not be mailed but must be hand carried by courier; however, if any TOP SECRET material is found in the mail, it must be handled in accordance with 221.27c.

b. SECRET material may be sent by registered mail.

c. CONFIDENTIAL material may be sent by certified mail.

.273 Handling

a. Material bearing any of the classification endorsements in 221.27a, found loose in the mail by any postal employee, must immediately be given the highest level of protection with access limited to as few people as possible.

b. Immediately notify a Postal Inspector by telephone.

.313 When individuals are not engaged in disorderly conduct, impeding postal business, or otherwise breaking local ordinances or other laws, no further action should be taken. Participants should not be permitted to remain in the post office after normal business hours. A decision to eject participants at the conclusion of normal business hours should be cleared with the postal inspector.

.32 Explosives

.321 If bombs, explosives, explosive devices or incendiary devices are discovered, report immediately to the local Postal Inspector. Follow cautionary steps contained in Publication 159-C, *Contingency Plan — Bombings, Threats, and Bomb Scares.* Also contact the local police for assistance.

.322 If a letter or parcel is suspected of containing explosives, see Pub. 159-C for procedures.

.33 Counterfeit Material

.331 Counterfeit Postage Stamps. If these are presented by a customer, confiscate the stamps and give the customer a receipt. Report by telephone to the local postal inspector and submit the stamps with the follow-up statement of facts.

.332 Counterfeit Money Orders and Other Items. Report by telephone any knowledge of counterfeit money orders, mail locks, badges, identification cards, postmarking stamps, or postage meter impressions, and submit the counterfeit, if available.

.34 Hazardous Materials; Poison; Poisonous Animals; Insects or Reptiles.

Attempt to contain and isolate the hazardous or poisonous article and evacuate the immediate area if necessary. Report immediately by telephone if the situation presents a threat to life or property.

.35 Suspected Narcotics

Hold mail, report immediately, and await disposition instructions.

221.4 Serious Offenses Reported by Memorandum

.41 Nonmailable Matter

(See Domestic Mail Manual (DMM) 123 and 124.)

.411 Intoxicating Liquors. Withdraw from the mail and await disposition instructions.

.412 Obscene and Indecent Matter. Submit complaints with a statement of facts.

.413 Subversive Matter. Submit complaints with a statement of facts.

.414 Concealable Firearms. Withdraw concealed firearms mailed contrary to DMM 124.4, pending instructions from the postal inspector in charge.

.415 Matter Promoting Animal-fighting Ventures. Submit complaints with a statement of facts.

.416 Matters Inciting to Violence.

.42 Lottery Activity Involving the Mails. (See DMM 123.) Report also any gambling or lottery operation within the post office or on postal property, except the vending or exchange of state lottery tickets at vending facilities operated by licensed blind persons, where such lotteries are authorized by state law.

.43 Procedural Irregularities

a. COD irregularities.

b. Illegal transportation of letters in violation of the Private Express Statutes. (See DMM 112.)

c. Failure to pay postage, violation of franking privilege, misuse of penalty mail, depositing of advertising material in mailboxes without payment of postage, and similar schemes to evade payment of postage.

d. Delay, damage, tampering, missending, or wrong delivery of registered mail; tampering with other mail; wrong or improper delivery of other mail when financial loss or criminality is involved.

.44 Losses

a. Losses of postal funds, accountable paper or property, not otherwise reported.

b. Loss or suspected theft of official Postal Service records which are known or thought to contain sensitive information.

.45 Fraud, Forgery, Impersonation

a. Fraud, including fraud in postal contracts, and employee conflict of interest. Request complainant to prepare a detailed statement of the facts and to furnish correspondence, advertising, or other literature and envelopes in which such evidence was transmitted through the mail. Have the complainant initial and date each separate piece of evidence for future identification. Transmit this material with report.

b. Forgery or falsification of postal records or securities.

c. Impersonation of a postal inspector, postal official, or other employee.

.46 Other

.451 Suspicious Activities of Boxholders.

.452 Willful or Malicious Damage or injury to Postal Service property.

.453 Nonpostal Offenses occurring in space assigned to postal activities.

221.5 Routine Loss or Offense

See Exhibit 221.5 for instructions on reporting these.

Loss or Offense	Action Required
Domestic Mail - loss or rifling (including stamp stock and printed envelopes shipped by ordinary mail)	Submit Form 1510, *Mail Nondelivery Report*
Military mail - loss or rifling	Submit Form 1510
Parcels - rifling	Submit Form 673, *Report of Rifled Parcel*
Customer complaints of mail theft after delivery to mail receptacles or Theft, damage (including fire) or destruction of mail receptacles and collection/relay boxes	Submit Form 2016, *Mail Theft and Vandalism Complaint*
Registered, insured, or COD mail found in supposedly empty equipment	Send report by letter to PO of mailing, giving full particulars, for check against index record of claims.
Canal Zone Mail - mistreatment	International Mail Manual, Chapter 9
International mail - mistreatment	See Pub. 42
Accountability discrepancy - shortage or overage of $100 or more in official accountability of employee or contractor handling USPS funds or accountable paper	Submit Form 571, *Discrepancy of $100 or More in Financial Responsibility.* Show results of 6 previous checks of employee's accountability.
Accident claims	See ASM 253.

Exhibit 221.5 Reporting Routine Losses or Offenses

222 Robberies

222.1 Preventive Measures

a. Notify police and postal inspectors if suspicious strangers are observed loitering in or near the post office or following carriers on their route.

b. Keep exterior lobby windows clear of obstruction to maximize observation of the lobby area.

c. Doors leading from post office box or service lobbies to workroom areas should be locked. Other entrances to the workroom area are to be locked when not in use.

d. Safes, vaults and fixed credit drawers and containers are to be locked when not in use.

e. Where holdup alarms or cameras are installed, employees are to be trained in the proper methods of activating the equipment. Holdup alarms or cameras are to be maintained and tested according to instructions furnished with the equipment.

f. Do not discuss money or valuable mail on hand or their transportation methods with anyone except authorized postal officials who have a need to know. Notify postal inspectors if anyone makes unusual inquiries about such items or about post office security.

g. Do not retain excessive cash. Keep cash in fixed credits and open accountability systems near the minimum amount listed in Handbook F-1, *Financial Handbook for Post Offices.* If at all possible, do not count or otherwise display cash in public view.

h. Do not respond to an "emergency" request to open the post office without requesting the presence of police, a postal inspector of postal police officer at the post office.

i. Do not respond to a call from the police to come to your office after hours before calling back and verifying the call with the police dispatcher.

j. Mail must not be left unprotected in unlocked vehicles. If the use of a satchel cart is authorized, take care to prevent thefts from the cart while delivering your route.

k. Do not make yourself or other employees attractive robbery targets. Most robbers are after cash and often only an employee's personal funds are stolen Employees should carry only the minimum necessary personal funds to reduce personal loss if robbed.

222.2 Actions During A Robbery

.21 The first concern of the USPS is the safety of its employees. Remain calm. The slightest provocation may jeopardize your safety.

.22 Comply with the robber's demands but give only what is demanded. If the robber presents a holdup note or other written instructions, try to keep it for follow-up investigation by the postal inspectors and/or local police.

.23 Do not attempt to disarm an armed robber.

.24 Observe the robber and notice details which will later assist in providing a detailed description, e.g.,

a. To determine age, height, weight and appearance, make comparisons between the robber and yourself or people you know.

b. Remember peculiarities such as tattoos, scars and prominent features. Remember the type and color of clothing worn by the robber. (Often clothing worn by a robber may be recovered and used as evidence.)

c. Remember the size, type and color of weapons used by the robber. Remember how many of the robbers were armed.

.25 Make a mental note of everything said by the robbers, especially comments that are threatening in nature. These comments may be useful in court proceedings.

.26 Notice if the robber touches anything—the counterline, door, postal equipment or other items.

.27 If possible without endangering your safety, observe the direction taken when the robber leaves and obtain the description and license tag number(s) of any vehicle used.

222.3 Actions After A Robbery

.31 Notification

Immediately call the local police and then the postal inspectors. Give the exact location of the holdup, a description of the robbery and robbers, the license number and description of any vehicle used, the number of occupants in the vehicle and the direction taken after the robbery. When safe to so do, station someone outside to wait for the arrival of the police.

.32 Securing Building

If possible, lock all doors. Ask witnesses to remain until the local police and postal inspectors arrive. (If witnesses must leave, record their full names, addresses and telephone numbers.) Deny access to everyone except postal inspectors, security force officers, or the local police.

.33 Protection of Evidence

Protect anything that was touched or might have been touched by the robber. Do not touch the items yourself and prevent others from doing so.

.34 Witnesses Descriptions

Write down your recollection of the crime and a description of the robber(s). Use Form 5302, *Description Sheet,* to assist in preparing your description of the robber(s). All employees who witnessed the holdup should be furnished these forms and begin completing them immediately after the robber leaves.

.35 Restriction

Do not compare notes or recollection of the robbery with other employees or witnesses until after you give your information to the postal inspector and/or police.

.36 Media Inquiries

Refer all inquiries or questions received from television, radio, or newspaper reporters about the robbery to the investigating police and postal inspectors. If the police or postal inspectors authorize you to answer media inquiries, do not release the amount of robbery loss, description of items taken and names and addresses of witnesses unless specifically authorized.

223 Assaults

223.1 Assaults on Employees and Customers

.11 The Inspection Service investigates employment-related assaults and threats against postal employees and similar acts against postal customers occurring on postal premises, or committed by postal employees while on duty or because of the employee's official employment.

.12 The assault on a postal employee while engaged in the performance of official duties or because of the performance of official duties may result in prosecution of the assailant under Federal or state and local laws.

.13 Employees assaulting or threatening other employees or postal customers may be subject to remedial or disciplinary action, including discharge.

223.2 Reporting Assaults

Promptly notify local police and the inspector in charge or local inspector by telephone when an employee or customer is physically assaulted or threatened with death or bodily harm. The telephone report to the Inspection Service should be followed by a memorandum or other written report concerning the assault. Other threats covered by 223.1 should be reported to the inspector in charge or local inspector by memorandum.

230 Withdrawal of Mail Privileges

231 False Representation and Lottery Orders

231.1 Issuance

By law (39 USC 3005), acting upon satisfactory evidence, the Judicial Officer may issue a mail-stop order against anyone seeking mailed remittance of money or property by means of a false-representation or lottery scheme. Such orders provide for return of the mail and refund of postal money orders to senders.

231.2 Enforcement

Notice of these orders are published in the *Postal Bulletin*. Generally, an order against a domestic enterprise is enforced only by the post office designated in the order. All facilities processing mail for dispatch abroad assist in enforcing orders against foreign enterprises by forwarding mail addressed to such enterprises to designated post offices.

warding mail addressed to such enterprises to designated post offices.

232 Fictitious Name or Address Orders

232.1 Issuance

By law (39 USC 3003), the Judicial Officer may order that the mail be returned to the sender when there is satisfactory evidence that mail is addressed to a fictitious name, title, or address used for any unlawful business, and no one has established a right to have the mail delivered to him.

232.2 Enforcement

Notice of any fictitious name or address order issued, and any necessary implementing instructions, are published in the *Postal Bulletin*.

240 Audits

241 Responsibility

241.1 Chief Postal Inspector

The responsibility for internal auditing in the Postal Service is assigned to the Inspection Service. The Chief Postal Inspector directs the development of policies, plans and procedures governing all internal audits and related service investigations through the Assistant Chief Inspector-Audit. The implementation of these activities has, for the most part, been decentralized to the five Regional Chief Inspectors.

241.2 Role and Function

Internal auditing is a staff rather than a line function. Audit personnel do not exercise authority over persons in the organizations audited. Audit findings and recommendations are advisory, while line managers retain the decision making responsibilities for implementing recommendations made in audit reports. Auditing plays an important role as a management tool for evaluating whether operations are executed economically, efficiently and effectively. While internal audit has the responsibility to evaluate operations, management cannot and should not completely rely on inspectors to detect problems and recommend solutions. Managers, as part of their management responsibility, must routinely assess their own operations to assure themselves and their superiors that operations are well controlled and meet high expectations. If problems are found by the inspectors or by management, it is management's responsibility to act promptly and properly to initiate corrective action.

242 Background

242.1 Authority

The authority for internal auditing within the Postal Service is stated in 39 USC §2008. Within this legal requirement, it is the policy of the Postal Service to maintain an audit program that will provide independent examinations and evaluations of postal activities at all levels of organization as a constructive and protective service to management.

242.2 Standards

The *Standards for Audits of Governmental Organizations, Programs, Activities and Functions*, issued by the Comptroller General of the United States, will govern the conduct of internal audits. These standards provide for full scope reviews to include:

a. Financial and compliance matters;
b. Economy and efficiency of operations; and
c. Program results.

243 Mission.

243.1 Objective

The objectives of internal audit are to:

a. Provide an independent check on the adeq
and effectiveness of systems of control;

b. Determine compliance with Postal Se
policies and procedures and public laws;

c. Verify the existence of assets and assure tha
per safeguards are maintained to protect them from l
of all kinds;

d. Audit the reliability and operation of accou
and reporting systems; and

e. Review operations for economy and efficier

243.2 Cooperation

Postal officials and employees are expected to e
maximum assistance to inspectors so that audit obje
can be achieved.

243.3 Liaison

Outside organizations such as the General Accou
Office and the external auditors hired by the Boa
Governors also provide selective reviews of Postal S
activities. The Inspection Service will maintain li
with these and other external organizations prov
audit attention.

244 Audit Reports

244.1 Definition

The audit report is a medium through which
findings, conclusions, and recommendations are
municated to management. Each manager must
sponsive to all recommendations made in these re
and it is Postal Service policy to prepare a w
response to audit reports when requested.

244.2 Distribution of Reports

.21 Headquarters Level

.211 The Chief Postal Inspector transmits: (
gional reports of Headquarters interest, and (b)
reports containing recommendations for Headqu
action to the appropriate Headquarters Depart
Copies of audit reports directed to field manag
may be provided to officials at Headquarters wh
an interest in the activity or function audited.

.212 For tracking purposes, a copy of al
audit reports that are directed to Headquarters m
ment will be furnished by the Chief Postal Ins
to the Deputy Postmaster General and to the c
designated by the SAPMG or Department head.

.22 Regional, District and Post Office Levels

Audit reports are normally addressed to the next higher level of management over the installation or activity audited. This ensures that corrective action is taken on deficiencies disclosed during the audits. Copies of the reports are furnished to local management directly responsible for the installation or activity audited. This distribution is made by the Regional Chief Inspector or the Inspector in Charge.

.23 Special Reports

Special audit reports and reports on studies made at the request of Headquarters or field officials are distributed as required.

244.3 Exit Conference

Postal Inspectors conduct exit conferences at the conclusion of an audit with the management level responsible for the entity being audited. This conference is held to discuss the findings and recommendations, to isolate any points of disagreement, and to understand all points of view.

244.4 Management Response to Reports

.41 Headquarters Level

.411 The Chief Postal Inspector transmits draft copies of audit reports to the appropriate Headquarters official with a request to establish an exit conference date. The Headquarters official contacts the responsible Audit Program Specialist from the office of the Chief Postal Inspector within 10 days to arrange for the exit conference. This conference should be held as soon as practical and no later than 30 days from the date the draft report was submitted to the Headquarters official.

.412 The Chief Postal Inspector amends the draft report after the exit conference to reflect any changes agreed to during the conference. The Chief Postal Inspector advises the Headquarters official of any changes made to the report and requests a formal response to the recommendations.

.413 This Headquarters official submits a written response to the Chief Postal Inspector on each recommendation within 30 days. Management's comments **will then be incorporated into the final report before publication.**

.414 Each Department head must ensure that (a) timely responses are made to reports, (b) the agreed upon corrective actions are implemented, and (c) a target date is established if corrective action has not yet begun.

.42 Regional, District and Post Office Levels

.421 At the conclusion of audits of post offices and facilities reporting to District Managers, Postal Inspectors will discuss the findings and recommendations with the MSC Manager/or other facility head during an exit conference. This official's comments are then included in the final report which is sent to the District Manager by the Inspector in Charge.

.422 At the conclusion of Regional operational audits and audits of post offices and/or facilities reporting to a Region, Postal Inspectors will discuss the findings and recommendations with the appropriate post office, facility, or Regional managers at an exit conference. The comments of these officials will then be included in the final report and sent to the RPMG by the Regional Chief Inspector.

.423 The District Manager or RPMG reviews the final report and submits a written response (if requested by the Inspection Service) within 60 days. The reply should include management's comments on (a) each of the recommendations, and (b) actions that have been or will be taken. When recommendations are accepted but implementing action is deferred, report the reason for delay. The reply should also contain an explanation of any special assistance needed in carrying out the recommendation.

.424 Each regional Postmaster General establishes procedures to ensure a prompt response to audit reports. If replies are not received within the prescribed time limit, the Regional Chief Inspector initiates follow-up action with the RPMG.

245 Implementation of Audit Recommendations

245.1 Headquarters Level

.11 Deputy Postmaster General

The DPMG coordinates all follow-up reviews on the implementation of audit recommendations made to the Headquarters level.

.12 Senior Assistant Postmaster General

Each SAPMG designates a person responsible for tracking the implementation of audit recommendations for all Departments within that Group. The SAPMG's designee furnishes a brief summary report to the DPMG each calendar quarter reflecting the status of implementation of audit recommendations.

.13 Units Reporting Directly to PMG

Each Department head who reports directly to the PMG designates a person responsible for tracking the implementation of audit recommendations within that Department. The designee furnishes the results to the DPMG on a quarterly basis.

.14 Departments

Department heads will ensure that audit recommendations are carried out as soon as practical. They must establish a target date for full implementation and monitor follow-up action. They are responsible for documenting the status of implementation for subsequent review by the SAPMG's deisgnee, if applicable, and the Inspection Service.

245.2 Regional Level

.21 Regional Postmaster General

The RPMG is responsible for overall control of the follow-up on implementing audit recommendations within the region. Each RPMG designates a person responsible for reviewing status reports on the implementation of audit recommendations directed to the regional district, and MSC levels. The RPMG's designee: (a) evaluates the action taken by regional directors and district managers to ensure implementation of audit recommendations, and (b) personally advised the RPMG of the results.

.22 Regional Directors

Regional Directors monitor the implementation of recommendations directed to thier functional area of responsibility and document any action taken. They report to the RPMG's designee at least quarterly on the status of the recommendations, including the reason any implementation is behind targeted dates.

.23 Inspection Service

The Inspection Service furnishes a copy of all final audit reports directed to regional, district and MSC levels to the RPMG for referral to the RPMG's designee.

245.3 District Level

.31 District Review

District managers review each audit report on the postal facilities within their jurisdiction and:

a. Provide a written response within 60 days of the report's receipt, when requested by the Inspection Service.

b. Monitor the implementation of recommendations at MSCs and other facilities reporting to the district office.

c. Require periodic status reports at 60-day intervals from the installation head of the audited facility, to ensure that action has been taken to implement audit findings and recommendations. Ascertain that corresponding service and budget objectives have been achieved. The final status report submitted must clearly demonstrate that audit findings have been implemented and reported savings realized.

.32 Status Report

District managers must report to the RPMG within 30 days following the end of the calendar quarter regarding the steps that have been taken to carry out the recommendations, or the reasons for delay in implementation.

246 Application of Audit Findings by Districts and MSCs

246.1 District Manager

District managers will review audit reports bearing on matters within their district and semi-annually summarize significant findings and recommendations for distribution to all MSC managers within that district.

246.2 MSC Manager

.21 MSC managers review the summary and determine whether the findings and recommendations have application in their offices.

.22 Within 30 days after receipt of the summary, each MSC manager reports the results of the self-review to the appropriate district manager. Where similar conditions are found to exist, the date that corrective action was taken or is estimated to begin is included in the report. Quantify improvements in service or reductions in cost.

.23 When implementation depends on some other action occurring, such as training or acquisition of equipment, MSC managers must include target dates for each step.

250 Tort Claims

251 Responsibilities

251.1 U.S. Postal Service

.11 Definition of Tort Claims

Claims for damage to or loss of property, personal injury, or death caused by the negligent or wrongful act or omission of an employee of the Postal Service, while acting within the scope of employment.

.12 Authority

The Postal Service is authorized to settle claims under the Federal Tort Claims Act.

251.2 General Services Administration (GSA)

GSA is responsible for investigating and settling tort claims for damages due to accidents at facilities under GSA control.

252 Investigation of Accidents

252.1 Accidents To Be Investigated

Investigate both vehicular and nonvehicular accidents of all types involving personal injury and property damage to private persons where the Postal Service or one of its employees is involved.

252.2 Responsibility for Investigation

.21 Reference

Detailed instructions are in Handbook M-19, *Accident Investigations—Tort Claims.*

.22 Installation Head or Designee

.221 Conduct prompt on-the-scene investigations of all accidents involving damage to private property or personal injury to private persons, in accordance with instructions in Handbook M-19.

.222 When personal injury is involved or when damage to private property is estimated to exceed $1,000, notify the MSC accident investigator before or immediately after returning from the accident scene. Further investigation is based on the advice of the MSC accident investigator.

.23 MSC Accident Investigator

.231 Selection. The MSC manager/postmaster designates, in writing, an MSC accident investigator. Where vehicle operations supervisory personnel are assigned, select from these employees. Otherwise, designate a responsible supervisor, preferably a delivery services supervisor. The accident investigator selected should be a person who makes independent, sound judgments and communicates effectively. The individual assigned will be trained as an accident investigator. Safety personnel must not be assigned to tort claims investigations.

.232 Duties

a. Conduct both on-the-scene and follow-up investigations of all accidents within the city where the MSC is located, involving damage to private property or personal injury to private parties.

b. Serve as a consultant and advisor to associate office personnel designated in accordance with section 252.221 to investigate accidents.

c. Train associate office personnel and assure their accident investigation proficiency.

d. Assure that all information, exhibits, and documentation pertaining to accidents involving personal injury to private persons or damage to private property in excess of $1,000 are forwarded promptly for evaluation.

e. When a claim is received, determine if any necessary follow-up action is required.

f. Forward the completed investigative file promptly to the adjudicating authority. (See 254.)

g. Decide if personal assistance is necessary at the scene or if guidance to the local investigator will suffice, when notified of the accident.

h. Promptly contact the postal inspector in charge, upon learning of an accident involving serious personal injury to private persons or serious damage to private property. (See 254.1.) Further investigation is based on the advice of the Inspection Service.

.24 Postal Inspectors

Investigate all accidents involving serious personal injury or serious damage to private property. (See 254.1.)

252.3 Scope of Investigations

Promptly obtain full information and facts regarding the responsibility for the accident and the character and extent of any damage sustained. Make thorough and complete inspections and reports of personal injury cases and accidents resulting in property damage. Supplement the report of the postal employee involved in either type by written statements or affidavits from witnesses and from the parties injured or whose property was damaged.

252.4 Verification of Damages

Have a body and fender repairman in the motor vehicle service or some other qualified employee carefully check for accuracy all bills submitted by claimants for damages to property. Assure that all items included in a claim are for repairs of damage actually caused by the specific accident.

253 Preparing Reports and Claims

253.1 Postal Official In Charge

.11 General Instructions

Attach all required forms when submitting a report of an accident. Keep a complete file (copies of all forms) in the installation files.

.12 Forms Required—Motor Vehicle Accidents

.121 Form 2198. Submit the requested information on Form 2198, *Accident Report—Tort Claim,* with particular emphasis on your opinion as to the negligence of the postal employee involved; whether the bills or estimates supporting the claim are accurate and represent a reasonable charge for the damage involved; and recommendation for action to be taken.

.122 Standard Form 91. SF 91, *Operator's Report of Motor Vehicle Accident,* is carried in each government motor vehicle and privately owned government-operated motor vehicle, and by each employee using a bicycle or light vehicle. It is filled out by the driver of any vehicle involved in an accident, regardless of the extent of injury or damage, and whether or not the parties involved state that no claim will be filed. Vehicle operators must not give any statements, written or oral, at the scene of the accident, except information required by law to be furnished to other drivers or parties involved.

.123 Form 1700. The supervisor of the postal employee or operator involved completes Form 1700, *Vehicle Accident Investigation Worksheet.*

.13 Form Required—Nonvehicle Accidents

Use SF 92a, *Report of Accident Other Than Motor Vehicle,* for reporting all accidents involving injury to private persons or damage to private property not involving government-owned or operated motor vehicles. SF 92a is completed by the postal official in charge or designee.

.14 Form Required—All Accidents

SF 94, *Statement of Witness,* is filled out by all available witnesses to an accident. Instruct vehicle operators and other employees to obtain the names and addresses of any persons who may have witnessed the accident. This form need not be filled out by a claimant.

253.2 Claims Procedures

.21 General

.211 Assistance. Any person who indicates, in any way, a desire to file a claim should be given a full explanation of claims procedures, and given an SF 95, *Claim for Damage, Injury, or Death.* When necessary, desirable, and considered in the best interest of the Postal Service, the person should be assisted in preparing the form and assembling evidence.

.212 Restrictions. Postal Service personnel are prohibited from:

a. Receiving any gratuity for services.

b. Accepting any interest in a claim.

c. Assisting in presenting a claim.

d. Disclosing information which may be made the basis of a claim, or any evidence, or any record in any claim matter except as provided by law.

e. Advising claimants or their representative as to the disposition recommended.

.22 Administrative Claims

.221 Definition. An administrative claim is a properly completed SF 95 received from a claimant, a duly authorized agent, or legal representative, or any other written notification of an incident, accompanied by any claim for money damages in a specified sum (*sum certain*) for injury to or loss of property, personal injury, or death alleged to have occurred by reason of the incident. An administrative claim is not required to be filed on an SF 95, but the claimant is requested and encouraged to file the claim on this form, whenever possible.

.222 Insurance Information. Every claimant will state in writing, as part of a claim for property damage:

a. Whether collision insurance is carried and, if so, the name and address of the insurance company, policy number and type of coverage (full or deductible).

b. Whether a claim has been filed with the insurance company.

c. If a claim has been filed, the action the insurer has taken or proposes to take with reference to the claim.

d. Whether public liability and property damage coverage is carried by the claimant, and if so, the name of the insurance carrier.

.223 Who May File

a. A claim for injury to or loss of property may be presented by the owner of the property, his duly authorized agent, or legal representative.

b. A claim for personal injury may be presented by the injured person, his duly authorized agent, or legal representative.

c. A claim based on death may be presented by the executor or administrator of the decedent's estate, or by any other person legally entitled to assert such a claim in accordance with applicable state law.

d. A claim for loss wholly compensated by an insurer with the rights of a subrogee may be presented by the insurer. A claim for loss partially compensated by an insurer with the rights of a subrogee may be presented by the parties individually as their respective interests appear, or jointly. (See also *253.24.*)

e. A claim signed by an agent or legal representative in behalf of a claimant is presented in the name of the claimant, and signed by the agent or legal representative; it must show title or legal capacity of the person signing, and be accompanied by evidence of authority to present a claim on behalf of the claimant as agent, executor, administrator, parent or guardian, or other representative.

.23 Processing Administrative Claims

.231 General Instructions. Date and sign the original and copies of any claim forms *immediately upon receipt*. Do not return any forms or papers received from a claimant or representative.

.232 Incomplete or Indefinite Claims.

a. A claim is incomplete or indefinite if it does not provide all necessary information, such as:

(*1*) The questions on insurance as required by 253.222.
(*2*) Does not make a demand in a specific amount.
(*3*) Is not properly signed.
(*4*) Is deficient in some other way.

b. Upon receipt of an incomplete or indefinite claim, furnish the claimant or representative a blank SF 95 and request that it be filled out completely.

c. If a claim is not filed on an SF 95, but is a claim as defined in 253.221, furnish the claimant an SF 95 and request that it be filled out completely.

d. If a reply to a request to complete an SF 95 is not received within 15 days, do not hold the investigative file, but forward it as directed in 254.3.

e. If a reply is received which resolves the deficiency by a document other than SF 95, do not insist on the completion of an SF 95, but forward the investigative file as soon as possible as directed in 254.3.

.24 Claims by Insurance Companies (Subrogation)

Insurers (subrogees) presenting a claim in their own name or with their insured (subrogor), must state their interest or right to file a claim by appropriate documentary evidence such as a Form 2188, *Subrogation Receipt*, a "Proof of Loss" form, or other such form signed by the insured and including words of subrogation. A copy of the insurer's check evidencing payment to or on behalf of the insured is appropriate evidence of the insurer's right to make a claim.

254 Processing Reports and Claims

254.1 Serious Accidents

.11 Definition

Immediately notify the postal inspector in charge:

a. When civil or criminal action is brought against the postal employee involved in the accident.

b. When injury to private individuals results in:

(*1*) Death.
(*2*) Dismemberment.
(*3*) Total or partial loss of vision.
(*4*) A medical prognosis of extensive hospitalization or prolonged disability.
(*5*) Damage to private property estimated to exceed $5,000.

.12 Complete Report Still Required

This preliminary report is not a substitute for the complete report required by 253.1.

254.2 MSC Manager/Postmaster Authority to Pay Claims

.21 Personal Injury and Property Damage Claims, $100 or Less

When the amount of claim is $100 or less, the MSC manager or MSC manager/postmaster is authorized, except as noted in 254.22, to pay (but not deny) the claim after determining that the damage claimed was caused by the negligent or wrongful act or omission of a postal employee while acting in the scope of employment. This delegation of authority is limited to the payment of claims made by the public for damages arising out of incidents such as a motor vehicle accident, a slip, trip, and fall accident, or similar occurrence.

.22 Claims — Payment Not Authorized

The MSC manager or manager/postmaster is not authorized to pay:

a. Any claim arising out of the loss, miscarriage, or negligent transmission of letters or postal matter.

b. Any claim arising out of assaults, battery, false imprisonment, false arrest, malicious prosecution, abuse of process, libel, slander, misrepresentation, deceit, or interference with contract rights.

c. Any claim submitted by a Federal agency.

d. Any claim submitted by a Federal employee.

e. Any claim arising out of an accident in which the postal employee involved received workers' compensation or continuation of pay.

The above listed claims, which MSC managers or managers/postmasters are not authorized to pay, and all tort claims which are recommended for denial, must be forwarded to the Postal Inspector, Inspector in Charge, or the Postal Data Center, as indicated in 254.31, .32, and .33.

.23 Multiple Claims

If more than one claim arises, or may arise, out of a single accident, the MSC manager or manager/postmaster may pay each claim presented, provided none of the claims, or anticipated claims, exceeds the delegated authority of $100.

.24 Payment of Claims

Payment of claims by the MSC manager or manager/postmaster must be entered to AIC 597, Tort Claims — $100 or Less (MSC only), in the accountbook. A summary report, together with all supporting documents and exhibits, should be retained to support the accountbook entry. (See Handbook M-19, *Accident Investigation — Tort Claims*)

254.3 Processing Claims

.31 Property Damage Claims over $1,000

When the claim of one individual, including claim of an insurance company, is over $1,000, submit reports and

Region	Address	Area of Jurisdiction
1	Room 620, Post Office and Courthouse, Boston, MA 02109	Connecticut, Maine, New Hampshire, Massachusetts, Rhode Island, Vermont.
2	26 Federal Plaza, New York, NY 10007	Delaware, New Jersey, New York, Pennsylvania.
3	Regional Office Bldg., 7th and D Sts., SW., Washington, DC 20407	District of Columbia, Maryland, Virginia, West Virginia, Virgin Islands, Puerto Rico.
4	Room 450, 1776 Peachtree St., NW., Atlanta, GA 30309.	Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee.
5	U.S. Courthouse and Federal Bldg., 219 South Dearborn St., Chicago, IL 60604	Illinois, Indiana, Kentucky, Michigan, Ohio, Wisconsin.
6	1500 E. Bannister Road, Kansas City, MO 64131	Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota.
7	819 Taylor Street, Fort Worth, TX 76102	Arkansas, Louisiana, Oklahoma, Texas.
8	Building 41, Denver Federal Center, Denver, CO 80225.	Colorado, New Mexico, Utah, Wyoming, Arizona.
9	49 4th St., San Francisco, CA 94103	Alaska, California, Hawaii.
10	GSA Center, Auburn, WA 98002	Idaho, Montana, Nevada, Oregon, Washington.

Exhibit 254.43 GSA Regional Offices

forms immediately to a postal inspector or the inspector in charge.

.32 Personal Injury Claims Over $100.

When the amount of the personal injury claim of each individual is over $100, submit reports and forms immediately to a postal inspector or the inspector in charge.

.33 Property Damage Claims, $100-$1,000 (except as in 254.2)

When the amount of the property damage claim of each individual is $100-$1,000, $1,000 including claim of an insurance company, submit reports and forms to the PDC.

.34 Indefinite or Incomplete Claims

(*See* 253.232.)

.35 Multiple Claims

When claims from one accident are received from several claimants, and any one of the claims is more than $1,000 (including any claim of an insurance company), or if a claim of more than $1,000 is anticipated, forward all reports and forms relating to the same accident to the postal inspector in charge.

.36 Accidents with No Claim Received

Do not forward any accident files until a claim is received.

.37 Denial of Claims

The MSC manager or manager/postmaster is not authorized to deny any tort claim.

.38 Assistance. The MSC manager or manager/postmaster may contact the servicing Postal Data Center, the Inspection Services' Accident Consultant, or the Regional Counsel for any assistance needed.

254.4 Reports to GSA

.41 Accidents Involving GSA-Controlled Buildings

Do not investigate accidents occurring in post offices quartered in a Federal building owned, operated, and maintained by GSA. Advise the GSA building manager or other GSA official of the accident.

.42 Accidents Involving GSA Vehicles

If a postal employee is involved in an accident while operating a GSA vehicle, the initial investigation is conducted as required by 252.

.43 GSA Regional Offices

See addresses and jurisdictional areas in Exhibit 254.43.

254.5 Accidents in Leased Quarters

Investigate all accidents involving private persons that occur in leased or rented facilities just as fully as those occurring on postal-owned premises. In accidents caused or alleged to be the result of structural defect, state if, when, and how notice of the defect and needed repairs was given by the USPS to the landlord before the accident occurred. Advise if lease contains a provision requiring the landlord to make repairs. Include a copy of the lease and all available information on the landlord's insurance coverage.

270 Security

271 General Responsibilities

271.1 Chief Postal Inspector

The Chief Postal Inspector is designated as the Security Officer for the U.S. Postal Service. This official is responsible for the issuance of instructions and regulations pertaining to security requirements within the Postal Service.

271.2 Installation Heads

Installation heads retain the responsibility for assuring the safety of on-duty postal employees, as well as the security and integrity of the mails and of all postal property entrusted to them. This includes guarding against mail operation interruptions resulting from property loss or damage. The installation head or a designated supervisor shall act as security control officer for each facility.

271.3 Security Control Officers

The security control officer is responsible for the general security of the facility, including stations and branches, in accordance with rules and regulations issued or concurred in by the Chief Postal Inspector, for the protection of mail, postal funds, records, and other property.

272 Personnel Security Clearances

272.1 General

.11 Policy

It is the policy of the Postal Service to select and retain in any capacity only those qualified individuals whose employment is clearly consistent with the security interests of the Postal Service and the national security interests of the United States.

.12 Responsibility

The Chief Postal Inspector or designee—referred to here as the Personnel Security Officer—is responsible for the issuance of security clearances.

.13 Definitions

.131 The *security interests of the Postal Service* refers to those activities and matters which are directly related to the protection of the Postal Service from criminal or other conduct of such a nature as would undermine the safe and efficient movement of the mail, or would otherwise undermine the efficiency or integrity of the Postal Service.

.132 The *national security interests of the United States* are those activities and matters which are directly related to the preservation and protection of the military, economic, and productive strength of the United States, including the security of the Government in domestic and foreign affairs, against or from espionage, sabotage, subversion, and all other illegal acts designed to weaken or destroy the United States.

272.2 General Provisions

.21 Methods

Security clearance for career selection or retention in the Postal Service is accomplished in two ways, depending upon the nature of the duties of the position, or the degree of access the incumbent has to certain physical areas, documents, or information.

.22 Nonsensitive Clearance

When employees do not meet the criteria set forth in 272.3, they are processed under the provisions of section 316.2 of Handbook P-11, *Personnel Operations*. These individuals are the subject of checks conducted by the Inspection Service. The processing is initiated by the hiring personnel office within 3 days after the official appointment of the individual. Unless disqualifying information is disclosed by the Inspection Service checks, the individual remains in the position and is regarded as security cleared for access to such areas, documents, and information as required to accomplish the duties and fulfill the responsibilities of the position.

.23 Sensitive Clearance

Employees who meet the criteria set forth in 272.3 must be granted a security clearance known as a *Sensitive* clearance, which will be granted only upon final completion of a favorable background investigation conducted by the Postal Inspection Service.

.24 Mail Transportation Contractor Clearance

Contractors and their employees to be engaged in the transport of mail matter, or to be allowed access to postal operational areas, are processed in accordance with procedures described in section 19-125.3, Publication 41, *Postal Contracting Manual*.

.25 Service Contractor Clearance

.251 When the contracting officer believes that a contract will fit into one of the following categories, Inspection Service Regional headquarters will be contacted prior to issuance of a solicitation. The Inspection Service will verify the contracting officer's analysis and indicate what information will be needed from the contractor so that the screening may be conducted. When final selection of the contractor is completed, provide the Inspection Service with the information needed to begin security screening. Coordinate with the Inspection Service when:

a. The proposed work will require unsupervised or unescorted (by Postal Service personnel) physical access to restricted areas in postal facilities such as mail processing areas, tape libraries or computer rooms at USPS Headquarters in Washington, D.C.; at any Postal Data Center (PDC); at any Automatic Data Processing **Center (ADPC) at the National Information Resource Center (NIRC); at either area supply center; or at the National Test Administration Center in Los Angeles.**

b. The work will require the contractor and/or employees having access, either on site or via remote terminal, to any computerized files on any USPS computer located at one of the centers listed in .251a above.

.252 The security screening normally will be completed within 30 working days after the Inspection Service receives the necessary information. The contracting officer will be notified as to whether the service contractors and their employees are to be granted access. The notification will be by memorandum or other format as determined in each case. If the Inspection Service recommends that access be denied to major computers and computer sites, a copy of the notification is also provided to the Records Officer. In no case are contractors or their employees eligible for, or granted, Sensitive clearance.

.253 In no case may a contractor or employee begin the proposed work prior to the contracting officer's receipt of the Inspection Service notification of findings.

272.3 Employees Requiring Sensitive Clearance

In most cases, Sensitive clearance will be considered only for those USPS employees or Officers who, by virtue of the duties of their position, have access to (a) sensitive information restricted to the highest levels of the Federal Government; (b) Inspection Service files; national security (classified) information; or sensitive information essential to Postal Service executive level decision-making. Such employees and Officers include:

a. The Postmaster General, Deputy Postmaster General, Senior Assistant Postmasters General, General Counsel, Chief Postal Inspector, Assistant Postmasters General, Consumer Advocate, Judicial Officer, Comptroller, Treasurer, all Regional Postmasters General, and the Executive Assistant to the Postmaster General.

b. The Confidential, Private, Executive Secretaries and the Special Assistants to those positions listed in 272.3a.

c. The Deputy General Counsel, Associate General Counsels and Assistant General Counsels at Headquarters; the Chief Administrative Law Judge and all Administrative Law Judges; and the five Regional Associate Counsels.

d. Any employee required to have knowledge of and access to information, documents or material classified *Top Secret* in accordance with Executive Order 12065.

e. Any employee assigned duties requiring knowledge of the mission, or access to the Federal Emergency Management Agency's (FEMA) Western Viriginia Operations Office (WVOO), or to FEMA emergency preparedness communications equipment or operational documents.

f. **All employees of the Postal Inspection Service, except Postal Police Officers.**

g. **All PDC, NIRC, and ADPC directors, assistant directors, general managers, branch managers, systems security officers, security control officers and teleconcentrator site chiefs.**

h. The general managers of the Financial Planning Division, the Banking Division, and the Investment Division; the Banking Officer; and the Investment Officer at USPS Headquarters.

i. Any other employee who is able, by virtue of the duties of a position, to bring about a material adverse effect upon the Postal Service or the national security. The Chief Postal Inspector or designee makes such determination, after review of Form 2015, *Determination of Need for Sensitive Clearance,* as presented by the appropriate security control officer.

Note: The fact that duties may include access to sensitive information does not in and of itself require an individual to have a Sensitive clearance.

272.4 Hiring and Accession Requirements

.41 Employees Requiring Sensitive Clearance. Individuals who will be required to have a Sensitive clearance are not to be entered on duty, nor permitted to assume duties requiring Sensitive clearance until they have been granted either interim or final Sensitive clearance by the Chief Postal Inspector or regional designee.

.42 Mail Transportation Contractors. Contractors and their employees to be engaged in the transport of mail matter, or to be allowed access to postal operational areas, are not allowed such access unless the proper identification badge is displayed (Form 5139, *Contractor Employee Temporary Identification,* or Form 5140, *Contractor Employee Permanent Identification).*

.43 Service Contractors. In cases where private firms have been engaged by contract to perform work for the Postal Service, on or off postal premises, and the contract has called for any security approval, the contractor and employees will not be allowed access to Postal Service property or material until such approval has been received from the Inspection Service.

272.5 Security Control Officers

.51 Appointment. **The head of each Headquarters group and separate department, PDC, NIRC, ADPC, and regional office must appoint a security control officer.**

.52 Responsibilities

.521 Assure that the Inspection Service has granted either interim or final Sensitive clearance to all employees who require such clearance prior to allowing them access to the postal areas, documents, or information requiring the clearance.

.522 Maintain an accurate, current roster of all employees holding Sensitive clearance within his area of jurisdiction.

.523 Obtain through liaison with the appropriate personnel office authority, all required forms and data necessary for submission to the Postal Inspection Service when an applicant or transferee is being considered for access to sensitive areas, documents, or information.

.524 Ensure that Sensitive clearances are updated every five years under procedures contained in 272.8.

.525 Serve as the focal point for all matters dealing with security between his area of jurisdiction and the Postal Inspection Service.

272.6 Sensitive Security Clearance

.61 Procedures

.611 Determining Need for Sensitive Clearance. As soon as possible with a new position, or a change in scope of duties of an established position, where a question as to the need for the incumbent to have Sensitive clearance arises, the appropriate security control officer will prepare Form 2015. This form must be submitted in duplicate to the Chief Postal Inspector. The form will be returned to the security control officer, normally within 10 working days. If the form indicates that Sensitive clearance processing is approved, the security control officer then institutes the procedures in 272.612.

.612 Initiating Sensitive Clearance. The security control office, through liaison with the appropriate personnel office, initiates clearance processing of a Postal Service employee or applicant. The security control officer provides the following forms to the employee or applicant:

a. Standard Form 86, *Security Investigation Data for Sensitive Positions.* (The form must be typewritten, in triplicate, and the original and first carbon copy must be signed by the applicant.)

b. Standard Form 87, *Fingerprint Chart.*

c. Form 2181, *Authorization and Release of Personal Information.*

d. SF 85-A, *National Agency Check-Data for Nonsensitive or Noncritical Sensitive Position.*

e. Notice 70, *Privacy Act Notice.*

.613 Processing. The security control officer instructs the employee or applicant to return the completed form in a sealed envelope. Form 2013 *Sensitive Security Clearance Processing Request,* is completed by the security control officer and attached to the outside of the envelope. The security control officer then forwards the sealed envelope, unopened, with Form 2013 to the Inspection Service for investigation at least 10 days before the appointment is planned.

.614 Granting Sensitive Clearance. Upon completion of a favorable full-field investigation, the Chief Postal Inspector or designee issues the final Sensitive clearance by endorsing and returning the original of the Form 2013 to the requesting security control officer. Concurrently, a copy of Form 2013 is endorsed and returned to the appropriate personnel office for inclusion in the subject's Official Personnel Folder. Final personnel processing of the subject may then be initiated for appointment or assignment to the position.

.62 Denial or Revocation

.621 Criteria. A Sensitive clearance may be denied or revoked by the Chief Postal Inspector based on information developed during either the initial investigation or an investigation to update a Sensitive clearance. The denial or revocation is based upon appraisal of circumstances surrounding serious incidents involving the employee or prospective employee, related to the following:

a. Intentional falsification, deception, or fraud in connection with application or examination for appointment, or in connection with official inquiry.

b. Refusal to furnish information to the Postal Service requested pursuant to applicable laws, rules, and regulations, which would aid in determination of qualification for Sensitive clearance.

c. Intentional, unauthorized disclosure or exposure of national security information, documents, or material classified under Executive Order 12065.

d. Any of the other suitability for service factors (disqualification reasons) in Handbook P-11, section 313.2.

.622 Administrative Procedure to Deny Sensitive Clearance. When the Chief Postal Inspector has determined that derogatory information developed during an investigation for Sensitive clearance falls under the criteria in 272.621 and that the circumstances surrounding the involvement of the subject in the incident do not mitigate the seriousness of the incident, an Investigative Memorandum setting forth in detail the nature of the disqualifying information will be sent to the appropriate operating unit official with a statement that the Sensitive clearance has been denied.

.623 Reconsideration of Sensitive Clearance Denial. Employees or applicants, through the appointing or operating unit official, may request reconsideration of the denial and present any new information in their own behalf. The Chief Postal Inspector will consider any new evidence presented and advise the appointing or operating unit official of the decision.

.624 Action of Operating Unit Official

a. If the Chief Postal Inspector has denied a Sensitive clearance to an employee, the responsible official will take steps to:

(1) Remove the employee from the Postal Service under the currently applicable regulations of the Postal Service, the Office of Personnel Management, or collective bargaining agreement, as appropriate; or

(2) Reassign the employee to duties which do not require Sensitive clearance; or

(3) Refer the case to the Postmaster General for a final determination.

b. If the individual is to be retained in the Postal Service, the operating unit official furnishes the Chief Postal Inspector, a written statement of the reasons for retention, with copy to the Records Officer.

272.7 Interim Sensitive Clearances

.71 Applicants in Private Industry

.711 Whenever there is a priority need to make a hiring commitment to an individual who will require a Sensitive clearance but is not currently employed by any agency or department of the U.S. Government, a request for an Interim Sensitive clearance may be made. The request is made by checking the appropriate block on Form 2013, and is accompanied by a memorandum signed by the operating unit head. The memorandum will contain full justification for the request and along with the Form 2013, will be accompanied by all forms listed in 272.612. All forms must be submitted at least 10 working days before the anticipated date of appointment.

.712 If approved, the Form 2013 is returned to the appropriate Security Control Officer within 10 working days endorsed with the *Interim Sensitive Clearance Granted* block checked, dated, and signed. This endorsement allows the individual to start work. After granting the Interim Sensitive clearance, the remainder of the investigation is instituted without further action required of the Security Control Officer. The final Sensitive clearance is granted upon favorable completion of the investigation.

.72 Federal Government Employees

.721 An interim Sensitive clearance is normally granted within 10 working days after request and receipt of all forms listed in 272.612, to allow hiring of an individual currently employed by any agency or department of the Federal Government, whether or not the individual holds any security clearance with that agency or department. This also applies to individuals in the Postal Service not holding Sensitive clearance but being considered for assignment to duties requiring the clearance. The remainder of the investigation will be instituted without further action required on the part of the Security Control Officer.

.722 A final Sensitive clearance is granted upon favorable completion of the investigation.

272.8 Updating Sensitive Clearances

.81 Five years after the granting of a Sensitive clearance, and at least once during each succeeding five years, or at the direction of the Chief Postal Inspector, each individual holding a Sensitive clearance is required to complete Form 2066 *Updated Personnel Security Questionaire,* and Form 2181. The appropriate Security Control Officer will be notified by the Inspection Service when the updating is due on each clearance. The Security Control Officer will assure that the employee completes the forms and that they are promptly returned to the Inspection Service.

.82 Upon favorable completion of appropriate checks, a copy of Form 2066 will be endorsed and returned to the Security Control Officer. A copy is also placed in the individual's Official Personnel Folder.

272.9 Exceptions

Whenever the Postmaster General determines that an exception to the foregoing regulations would promote the efficiency of the Postal Service, or serve the best interests of the national security of the United States, the PMG may grant such an exception.

273 Facility Security

273.1 Protection and Access

.11 Workroom Access

.111 Access to all workroom areas is limited to authorized on-duty postal employees. All other individuals are excluded, unless they have legitimate business on the floor and are properly escorted.

.112 Installation heads are required to carefully evaluate the work-flow cycles of their units to determine when the workroom doors can be locked. This is normally at all times except during heavy traffic periods when employees are reporting for or departing from work.

.113 A firm control on policy governing the locking of doors is required. Positive supervision to ensure compliance is necessary to afford maximum protection of postal employees, funds, and property.

.12 Employee Responsibilities

.121 All postal employees are charged with the responsibility of preventing unauthorized individuals, including off-duty postal employees, from entering restricted areas. All individuals on the workroom floor who are not properly identified or escorted should be immediately challenged.

.122 To assure postal safety, employees should report all unsafe building or working conditions. Employees are also to report any disturbances or improper conduct on the part of individuals while on postal premises.

.123 In emergencies, employees are to take the following necessary actions:

a. Call for fire or police assistance.
b. Use fire extinguishing equipment, and
c. Assist with the injured.

.13 Security Force

The Postal Inspection Service may authorize a security force to provide security at selected postal installations. Where assigned, security force personnel, as members of the Inspection Service, are responsible for perimeter and building security. Appropriate liaison between installation heads, security supervisors and inspectors in charge is maintained to ensure full coverage of all proper areas of access control and security. Security force office space requirements are covered in Publication 37, *USPS Postal Facilities Planning Data and Equipment Layouts.*

.14 Police Protection

State and local police agencies are generally willing to assist in protecting postal property. They may inquire as to the jurisdictional status of a facility to be sure it will allow them access and authority to enforce their laws. Facilities either purchased or leased since 1962 are occupied by the Postal Service under proprietary jurisdiction, which means that state or local police enjoy the same rights there as on any private property, so long as their activities do not unduly interfere with postal operations. Any police inquiry regarding status of a facility which came into postal use prior to 1962 should be forwarded to the Inspector in Charge.

273.2 Postal Service Identification

.21 Purpose

Identification is issued for security control of access to postal premises and operations and to identify individuals as employees of the U.S. Postal Service. The Inspection Service provides guidelines for all USPS identification programs.

.22 Types of Accredited Identification

.221 Headquarters. The following types of identification are controlled exclusively by Headquarters, Office of Criminal Investigations and are restricted for use by top postal management and distinguished official nonpostal visitors:

a. Board of Governors. A special white photoidentification card issued to members of the Board of Governors over the signature of the Chairman, Board of Governors, U.S. Postal Service.

b. Form 128, Officers. A special green photoidentification card issued over the signature of the Postmaster General to officers of the Postal Service such as the Deputy Postmaster General, Senior Assistant Postmasters General, Assistant Postmasters General and Regional Postmasters General.

c. Special Identification Card. A special white identification card, with expiration date, issued over the signature of the Chief Postal Inspector and controlled exclusively by Headquarters, Office of Criminal Investigations. This card is issued to official nonpostal visitors to postal installations, such as members of Congress and Senate subcommittee members.

d. Form 201, Headquarters. A photoidentification building pass for National Headquarters employees, with expiration date, issued and controlled by the Administration Group, Office of Headquarters Personnel.

.222 Headquarters and Field. The following forms of identification are utilized both at Headquarters and in the field:

a. Form 128, Executives and Employees. A blue and white photoidentification card issued over the signature of the Chief Postal Inspector or Regional Chief Postal Inspector to executives and employees of the Postal Service required to make frequent visits to postal field installations.

b. Form 2041A, Nonpostal Occupant Employees. A white photoidentification card issued over the signature of the postmaster or other installation head to nonpostal occupant employees and tenants in postal installations. The holder's employer's name is entered on the face of the identification card. This identification is not honored at any Postal Service facility other than where issued.

c. Form 1823, Equal Employment Opportunity (EEO) Counselor Identification Card. A blue identification card issued to designate EEO counselors over the signature of the Senior Assistant Postmaster General for Employee and Labor Relations Group, the Assistant Regional Postmaster General for Employee and Labor Relations, or the Regional Chief Postal Inspector.

.223 Field. The following forms of identification are used exclusively in the field by postal employees and contractors:

a. Form 1375, Employee Identification Card. A blue identification card issued over the signature of the postmaster or other installation head to employees at postal facilities where photoidentification (Form 4098) is not in effect.

b. Form 1375-P, Postmaster or Sectional Center Manager/Postmaster Identification. A blue identification card issued by the authority of the Postmaster General to all district manager/postmasters, sectional center manager/postmasters and postmasters:

(1) Policy Postmaster or Sectional Center Manager/Postmaster Identification credentials, Form 1375-P, bearing the validating signature of the Postmaster General, are issued to all newly appointed postmasters. These credentials remain valid until the postmaster retires, resigns, is reassigned to a nonpostmaster position, or requires a new credential to replace one that is lost or damaged. Form 1375-P is USPS accountable property and bears a six-digit number for MSC control. The first three digits identify the MSC

and the remaining three digits sequentially number the credentials for issuance to the sectional center manager and associate office postmasters.

(2) Headquarters' Responsibilities: The Selection Policies and Procedures Branch is responsible for the overall administration of postmaster identification credentials.

(3) Regional Directors', Employee and Labor Relations, Responsibilities:

(a) Makes distribution of Forms 1375-P (batched by MSC area) through the Regional Postmaster Selection Officer.

(b) Issues guidelines to individual sectional center managers regarding the most expeditious method for obtaining photos and signatures of postmasters, taking into consideration the possibility of: securing photos and signatures at scheduled postmaster meetings using USPS camera/laminating equipment available at MSC's; sending USPS camera/laminating equipment and qualified personnel to the field for photos and signatures; or, when these alternatives are not feasible, using the imprest fund to commercially procure a photo, sending the completed Form 1375-P with photo and signature to the MSC for laminating and return to the individual postmaster. (Photos must not be larger than 1⅛" × 1⅛".)

(4) Regional Postmaster Selection Officer's Responsibilities:

(a) Upon notification of a new postmaster appointment, prepares Form 1375-P by entering the full name, title, office, state, and ZIP Code above the signature of the Postmaster General and forwarding it to the sectional center manager with instructions for securing the photo and signature, laminating and issuing the credential.

(b) Processes requests made by sectional center managers for the replacement of damaged or lost postmaster identification credentials.

(c) Voids credentials of postmasters who resign or are assigned to other positions, indicating "retired" when applicable. (Credentials mailed to appropriate regional postmaster selection officers for annotation must be accompanied by a self-addressed envelope for return to either the sectional center manager or the individual postmaster.)

(d) Destroys marred Forms 1375-P returned by the sectional center manager.

(e) Forwards requests for resupply of Forms 1375-P to: Selection Policies and Procedures Branch, Employee and Labor Relations Group, USPS Headquarters.

(5) Management Sectional Centers' Responsibilities: Process Form 1375-P by:

(a) Entering Social Security numbers in appropriate blocks.

(b) Securing photographs and signatures to the forms and completing lamination of the credentials.

(c) Issuing completed credentials to newly appointed postmasters.

(d) Returning all forms not issued because of a current vacancy or marred in the process of preparation, to the regional postmaster selection officer.

c. FORM 4098, Employee Identification. A photo-identification in use at larger postal facilities to provide visible identification of employees having a need to be on the workroom floor. Form 4098 is issued and controlled by the postmaster or other installation head to all employees at that facility, including letter carriers, special delivery messengers, and motor vehicle drivers. This identification must be displayed at all times while on duty inside the facility, in accordance with section 273.23 of this manual. While on duty away from the facility, letter carriers, special delivery messengers, and MVS drivers should carry Form 4098 in their wallet, pocket, or purse, and display when identification is needed.

d. Item #0-8405-A, Temporary Employee Badge.

(1) The control card portion is properly filled in by the issuing authority and kept in a card file at the installation. The badge portion is marked to indicate the areas to which the employee is authorized access. This is done by deleting those letters which designate areas where the employee is not authorized access. The expiration date is the next date after date of anticipated termination of the employee. Upon expiration, the control card and the returned badge portion are destroyed.

(2) At larger installations where regular employees are required to wear the photoidentification badge (Form 4098), the temporary employee badge may, at the discretion of the installation head, be issued in lieu of requiring the employee to return home to obtain a forgotten badge. When a temporary employee badge is issued for this purpose, it is never validated for more than one day.

e. Item #0-8405-B, Visitor Access Control Badge. The format is similar to the temporary employee badge, and it is completed, issued, and destroyed in the same manner.

f. Item #0-8405-C, Contractor Access Control Badge. The format is similar to the temporary employee badge, and it is completed, issued, and destroyed in the same manner.

g. Electro-Mechanical Access Control Identification. Identifications procured locally which are needed to gain entrance to a postal facility where access is controlled by electro-mechanical means.

.224 Highway Contract Route Contractor Identification Cards. Contractors, subcontractors, and their employees are issued accountable identification cards by the Post Office Administrative Officer at the facility where they are employed. This identification must be worn in plain view at all times when the holder is on postal property:

a. Form 5139, Contractor Employee (Temporary). An accountable yellow card with red lower-and-right border issued to the above contract personnel for a period of 60 days while security screening is completed.

b. Form 5140, Contractor Employee. An accountable white photoidentification card with red lower-and-right border issued upon completion of a favorable security screening.

.225 Inspection Service. Headquarters, Office of Criminal Investigations, controls the issuance of all postal inspector credentials and badges and special Inspection Service credentials.

.23 Wearing Identification.

.231 Proper Wearing. All personal assigned Form 4098 must wear them during their official duty hours. All photoidentifications are displayed on the outer garment, over the left breast. When this is not practicable, they are worn in plain view on the belt or as prescribed by the installation head. In addition, at installations where Postal Police Officers are assigned access control functions, both regular and temporary employees are required to display their identification to the officer upon entering the facility or grounds.

.232 Unauthorized Wearing. Unauthorized possession of official identification or other insignia (USPS or imitations) is punishable by a fine of not more than $250 or imprisonment of not more than six months, or both. An employee wearing identification prescribed for an employee in any other branch of the Postal Service is subject to disciplinary action.

.233 Special Situations. Postal Service identification is not worn in nonpostal employment or activities without authorization.

a. The postmaster may authorize the wearing of USPS identification for activities in which the Postal Service participated or where identification with the USPS is beneficial.

b. In all other situations, obtain specific authorization through administrative channels from the APMG, Public and Employee Communications Department.

.24 Requisitioning

.241 Forms. The temporary employee, visitor access control, and contractor access control forms (Items #0-8405-A, #0-8405-B, and #0-8405-C) are available from both area supply centers. (See Pub. 24, *Supply Catalog.)* Requisition of these items is restricted to MSCs, which may supply the forms to smaller offices as needed. Generally these forms should not be supplied to small offices where sight recognition is capable of providing the necessary identification. The supply centers furnish these forms as cost items in the following units of issue:

a. Temporary Employee Badge, Packets of 50.
b. Visitor Access Control Badge, Packets of 100.
c. Contractor Access Control Badge, Packets of 50.

.242 Clips. A reusable clip (Item #8404e), used with the temporary employee visitor access control and contractor access control identification, is stocked as a cost item at the Eastern Area Supply Center. The clips are issued in packages of 50.

.25 Custody and Protection

Custody and protection of identification must be carefully controlled. Keep supplies of unissued identifcation forms secure. Maintain a register for each identication issued, showing employee's name and title, dates of issuance, and return. Mutilate and destroy unserviceable identifications.

.26 Returning Identification

All Postal Service identification is accountable property and must be surrendered when leaving the Postal Service or a contract is terminated. Employees who are issued identification will return such at the time of separation or transfer.

.27 Lost or Unreturned Identification

.271 Take every precaution to prevent identification from falling into the hands of unauthorized persons. Employees must immediately report to their supervisor a lost or unserviceable identification. Report recovered identification promptly.

.272 Charge $1 for each replacement of a lost identification or for failure to return such upon separation. This does not apply to Christmas-temporary employees.

273.3 Alarms and Sensors

Alarms and related sensor systems are installed in certain selected postal facilities to prevent burglary and robbery and/or to assist in the apprehension of offenders. Detailed instructions pertaining to the alarm system installed at a facility will be furnished to the facility head by the inspector in charge. These instructions are considered Restricted Information and should be kept in a secure area. Problems regarding alarm systems should be brought to the attention of the Inspector in Charge.

273.4 Bullet Resistant Counterlines

Bullet resistant security counterlines are installed in selected facilities for additional protection of postal employees. Requirements for bullet resistant screenlines are developed by the Inspection Service.

273.5 Locks and Keys

.51 Responsibility

Postmasters are responsible for procuring all replacement locks and lock assemblies needed at their facility. Locks are stocked at EASC.

.52 Inspection Service Locks

The various locks used only for Inspection Service offices, lookout galleries, and evidence rooms are shown in Exhibit 273.52.

.53 Inspection Service Keys

.531 In buildings with an observation gallery, one *O* key is assigned to the postmaster, or other official in charge, who is personally responsible for giving the key maximum protection at all times. Only the postmaster or a designated supervisor admits cleaners or other authorized persons to the galleries.

.532 A special *J* key, which operates inspectors' office locks, is provided for other authorized personnel.

.533 Postmasters at facilities having inspectors' offices and observation galleries must order *O* keys and special *J* keys from the inspector in charge by memorandum. If the order involves replacement of a defective key, return the key with the request. Send *O* and special *J* keys by registered mail. Report the loss of either of these keys promptly to the inspector in charge.

Item	Description	Federal Specification Type	Use
912-B	Cylindrical (key-in-knob). Complete kit available in dull stainless steel finish only.	161	In newly constructed buildings, install on corridors opening directly into inspectors' private offices and on evidence storage room doors. Also use to replace defective cylindrical locks on such doors.
912-C	Cylindrical (key-in-knob). Complete kit available in dull stainless steel finish only. Operable by special *J* key used by cleaners.	161	In newly constructed buildings, install on one door (usually reception office) of inspectors' office or suite. Also use to replace defective locks of same type on such doors. If inspectors' private offices are not accessible through interconnecting doors from reception area, install on corridor entrance door of private offices to enable cleaners to enter with special *J* key.
912-D	Cylindrical (key-in-knob). Complete kit available in dull stainless steel finish only. Operated by *O* key assigned to postmaster or other official in charge of building housing a gallery.	161	Use on all interior gallery doors in new buildings and to replace defective 912-A or 912-D locks on such doors.
931	Nightlatch type, surface mounted. Complete kit available only with brass finish cylinder.		Use only as replacement lock for defective locks of same type (generally located on break-out doors.)
931-A	Threaded cylinder only (mortise type). Available only in brass finish.	86	Use as replacement cylinder for defective locks of 86 Series type on observation gallery doors and inspectors' private office doors. (see also item 912-B.)
931-AH	Mortise type. Complete kit available in dull stainless steel finish only.	86	In new buildings, use on all exterior doors to inspectors' offices and gallery doors accessible to the general public. Also use to replace defective locks of same type on such doors.
Special 91	Threaded cylinder only (mortise type). Available only in brass finish. Operable by special *J* key used by cleaners.	86	Use as replacement cylinder for defective locks of same type on inspectors' office doors.

Exhibit 273.52. Inspection Service Locks

.54 USPS Locks

.541 All exterior doors must be equipped with a deadbolt lock. The Series 86 FW lock is required for employee entrance and single (exterior) doors. The deadbolt is key operated from the outside and turn knob from inside. When deadbolt is extended, turning inside knob retracts both latch bolt and deadbolt simultaneously. The installation head of carrier service facilities located in high crime areas should consider installing a Series 86 FW type lock with the outside knob being rigid at all times and an auxiliary tubular deadbolt lock keyed from the *outside only* with a blank plate on the inside. The tubular lock is in addition to the regular deadbolt lock. A sign describing the operation of the locks should be placed near the exit side of the door.

.542 If a Series 86 FW type lock with rigid outside knob is installed, each carrier and station dispatch driver should be provided with an accountable key to the lock. At the close of business and when the building is vacated, the tubular deadbolt lock is activated to prevent employee access after hours. The installation of these locks are in accordance with standards established by the Occupational Safety and Health Administation (OSHA) 1910.36 and the National Fire Protection Association (NFPA) Life Safety Code (LSC) Section 5-2.1.2.1-1981 edition. Regardless of the combination of locking mechanisms installed, they must not impede the orderly exit of people in the event of an emergency, even in complete darkness.

.55 USPS Keys

.551 Postal Employees. Postal personnel are issued only such keys as their duties require. Accountable deadbolt keys are furnished only to those postal employees who are required to open the office in the morning or close it at night.

.552 Nonpostal Occupants. Nonpostal occupants may be furnished keys to the entrance doors of their offices, when necessary. They should not be furnished keys that allow access to the workroom areas. Other types of building keys may be furnished to nonpostal occupants, providing they have an official need.

.553 Contractors. Keys may be furnished to highway contractors for exchange of mail in lobbies, vestibules, or lockers of post offices when those offices are not open. These keys must not permit access to workroom areas.

.56 Key Accountability

.561 Inventory. Postmasters must keep an accurate inventory of all building keys (including serial number and brand name of lock, total number of keys available, location of lock by door and/or room number, how and when disposed of), and signed receipts for all assigned keys. An inventory of the total number of all keys available for each lock is kept on Form 1629, *Building Keys Inventory.* Signed receipts are obtained when keys are assigned, using Form 1628. *Individual Key Record.* The number of keys assigned on Form 1628, plus the number of keys on hand, must equal the total number of keys available as entered on Form 1629.

.562 Return of Keys. When an employee's duties no longer require the use of an assigned key or the employee leaves the service, the key must be returned immediately. The date of return is then entered on Form 1628 as the release of accountability.

.563 Unassigned Keys. All unassigned keys are stored in a secure place, accessible only to the postmaster or a designated alternate.

.57 Lost or Stolen Keys

.571 If a key is lost or stolen, report the situation to the inspector in charge immediately, indicating whether the key itself, key case, or chain bore any identifying marks. If the key is to an outside door, immediately exchange the lock cylinder on the entrance door with one from the interior of the building which is not operable by the building master key.

.572 Also report lost or stolen regulation *lookout, O* and *J* keys to the inspector in charge.

.58 Master Keys

Only the postmaster or installation head and specifically authorized officials may carry a master key on their persons. Such officials are limited to the superintendent of postal operations or operations director. At installations having a USPS security force, one or more master keys are issued to the ranking security supervisor for use by security officers in emergencies. Master keys are issued to maintenance employees only during their tours of duty and may not be carried from the building. No other occupants of the building are issued master keys, and any in the possession of other occupants must be recalled.

273.6 Security Containers, Safes, and Vaults

.61 Security Containers and Safe Equipment

.611 Security containers (items 293 through 299) are furnished to post offices in CAG A through K and their stations and branches when needs are established by the Inspection Service. Other postal units, including CAG L post offices located in quarters furnished by the Federal Government, where the postmaster does not receive an automatic 15% of salary for heat, light and equipment, are furnished surplus fireproof safes or similar appropriate storage equipment, consistent with available supplies.

.612 When requisitioning items 293 through 299, equipment selected should provide space, if possible, for regular window clerks using standard cash drawer (number 216, 217, 218 or 219), unless cash and stamp drawer cabinets (items 220 or 221) are located in a vault. Otherwise, window clerks should use the cashbox (item 0-911) or be furnished a separate locked compartment in the security container.

.613 When value of office accountability and registered mail regularly exceeds $25,000 and neither security containers, fireproof safes, nor vaults have been provided for overnight storage, contact the inspector in charge.

.62 Vault Equipment

.621 Vaults built to USPS Standard 13-80-1 provide better protection than other safekeeping equipment. GSA Class 5 vault doors are provided for newly constructed vaults or as replacement for defective or damaged vault doors.

.622 For storing cash drawers in vault, use item 220 and/or 221 unless space is available in security containers located within the vault.

.623 For storing cash, postage stamps, and food coupons in vaults, use security containers, chests, or fireproof safes inside the vault to the extent equipment is available and interior space of vault is sufficient. Otherwise, use items 222 and/or 223 in steel shelving.

.63 Requisitions

.631 Requisition all safe, security container, and vault equipment on Form 7373, *Equipment Requisition.* Justification for equipment must accompany the requisition.

.632 If standard cash drawers are in use, state the number in use and the number that can be stored in existing equipment.

.633 Requisitions for items 220, 221 and/or 223, must show that a USPS standard vault is available and that the equipment will be used in it.

.634 In leased or rented quarters or mobile post offices, it must be determined that the floor will support at least 1,300 pounds, and this fact must be stated on Form 7373.

274 Mail Security

For instructions regarding mail security, as it relates to unauthorized opening, inspection, tampering, or delay of mail, see DMM 115.

275 Physical ADP Security

275.1 Policy

The Chief Postal Inspector is responsible for:

a. Establishing policy regarding the protection of automatic data processing (ADP) equipment and the various media on which data is contained (referred to here as *data media*); and

b. Contingency planning for ADP operations.

275.2 Scope

This policy is only applicable to facilities (sites) that house central processing units (commonly known as computers). It does not apply to remote entry devices such as PSDS badge readers, portable and fixed terminals located outside the facility housing the computer, and remote job entry (RJE) devices. Administrative controls over access to data stored in ADP equipment is not covered in this section.

275.3 Responsibility

.31 Data Processing Center Manager

The management official in charge of the function which operates the computer is responsible for providing adequate physical protection of ADP equipment and data media.

.32 Management Information Systems Department

The Management Information Systems Department (MISD) is responsible for providing technical guidance concerning security of data files stored on ADP equipment and ADP software security.

.33 Inspection Service

The Inspection Service is responsible for evaluating the need for overall building security and conducting periodic audits, reviews, or surveys of computer sites. It provides technical guidance on such matters as access control systems, use of USPS Security Force, personnel security, and physical security procedures.

.34 Real Estate and Buildings Department

The Real Estate and Buildings Department is responsible for providing technical guidance concerning site selection, fire and water protection, and engineering matters such as power supply and air conditioning needs.

.35 Mail Processing Department

When computer sites are located within mail processing facilities, provisions for routine maintenance of the computer site and equipment will be coordinated with the Mail Processing Department. (Arrangements may be made for maintenance of ADP equipment by contractors.)

.36 Records Officer

The Records Officer is responsible for providing guidance on the protection of records as related to the administration of the Privacy Act. (See 350.)

.37 Facility Manager

In USPS owned buildings, the manager of the facility housing the computer site is responsible for providing coordination and support on security matters. This is normally done by the designated security control officer. (See 272.5.)

275.4 Coordination

.41 Designating a Coordinator

Each function with responsibility for ADP security will designate an employee to coordinate all ADP security matters. This should normally be the same person designated as security control officer.

.42 Coordinator's Responsibilities

a. Be the employee to contact for functional guidance in ADP security.

b. Participate in the planning stage of all computer sites.

c. Provide, as requested by data processing managers, technical guidance and assistance on matters relating to their functional area.

d. When requested, participate on teams conducting surveys or reviews of security at ADP facilities.

.43 Maintaining Expertise

ADP security coordinators will maintain and be knowledgeable of current state-of-the-art files on ADP security related to their functional areas. When warranted and approved, ADP security coordinators attend professional seminars and training related to ADP security.

275.5 Security Resources and Procedures

.51 Definitions

.511 Security Resources. Equipment or personnel devoted entirely to protection of personnel, equipment, and data from natural and man-made hazards.

.512 Security Procedures. Routines built into daily activities which provide a degree of protection to personnel, equipment, and data from natural and manmade hazards.

.513 Security Program. In this context, includes consideration of both resources and procedures.

.52 Risk Assessment

A risk assessment evaluates all potential threats to ADP operations and estimates the amount of loss associated with each threat. The results of an assessment aid management in determining the amount to be spent on security resources and procedures. MISD conducts all risk assessments and will provide further guidance when requested through proper channels.

275.6 Security Guidelines

.61 Planning Stage

.611 Application

These guidelines apply to site selection and construction of computer processing locations. At existing computer sites where any of the guidelines have not been followed, the cost involved to satisfy a guideline will be carefully considered before undertaking modification.

.612 Location

a. If economically possible, computer sites should be geographically located in areas where there is a low probability of hazards such as floods, earthquakes, tornadoes, and hurricanes.

b. Local power supplies should be reliable.

c. A separate building to house a computer is highly desirable for ease of control.

d. If not housed in a separate building, isolate the computer room from unauthorized access by placing administrative staff on floors above and below and/or by placing the computer room in the center of the building surrounded by administrative offices.

e. Locate the computer room above the ground floor (water hazard) but not on a floor beyond the firefighting capabilities of the local fire department.

f. Consider the location of fire hazards such as employee cafeterias, water hazards such as air conditioning cooling towers, and plumbing and access weaknesses such as locker rooms, stairways, and elevators.

g. Consider the vulnerability of other tenants in shared buildings (e.g., before the draft ended, draft boards in postal-owned buildings were subject to physical attack.)

.613 Construction

a. Walls of the building housing the computer must be able to withstand all common natural or manmade hazards.

b. As much as practical, use windowless construction in the building or floor housing the computer center.

c. Limit the number of entrances into a computer site to two (one for personnel and the other for supplies) unless regulations require more. Emergency exits will be locked against outside intrusion and alarmed to detect entry or exit.

d. Design doors to prevent forced entry; use high quality locks and keep hinges on the inside.

e. Surround the computer room with walls from true floor to true ceiling which have at least a one-hour fire rating. (This rating applies equally to all doors leading to the computer room.)

f. Use fire-resistant raised-floor construction in the computer room. Suspended ceilings and other computer room furnishings must also be fire-resistant.

g. Rooms used to store data media will meet the same standards as computer rooms. (*Exception:* Raised-floor construction is not necessary for these areas.)

h. Install air conditioning, heating, and humidity controls which are independent from the rest of a shared building.

i. Locate outside intakes for air conditioning in order to prevent intake of smoke, dust, fumes, or corrosive vapors, and to protect against vandalism.

j. If the computer room shares air conditioning with other building tenants, equip all air conditioning ducts leading to the computer room with fire dampers.

k. Electrically ground all conductors, such as water pipes, heating and air conditioning ducts, at a point near the computer room.

l. Raise all junction boxes and electrical connections at least one foot above the true computer room floor.

m. Provide for drainage in computer rooms.

n. Make accessible and clearly identify shut-off valves for sprinkler and air conditioning water systems and other water supply.

o. If feasible, seal all utility conduits from adjacent floors to prevent water leakage.

p. Make accessible and clearly identify emergency cut-off switch for power supply.

.62 Operational Stage

.621 General Access Control

a. Restrict access within the installation on a "*need to know*" basis; use a badge system that shows access designations.

b. Have all visitors report to one location for clearance and do not permit them unescorted access to ADP equipment or data media.

c. Maintain visitors' sign-in and -out log and follow up on visitors unaccounted for at the end of the day.

d. Restrict cleaning and maintenance within the installation to periods when responsible data processing employees are present.

e. Use a single entrance to the computer room controlled by key lock, cypher lock, or badge-operated lock and monitored by personnel inside.

f. If access to the computer room is controlled by key lock, keys will be marked "Do Not Duplicate" and computer room locks changed when security has been compromised by loss of key(s).

g. Change cypher codes or combinations at least every 6 months or when an employee with knowledge of them is separated, or changes to a job where the knowledge is no longer needed.

h. Have employees sign for each key or badge and keep a record of all keys and badges assigned. Also keep a record of employees entrusted with cypher codes or combinations.

i. If cypher codes or combinations are written on paper to aid the employee, they will be carried by the employee at all times (not left available to view in the office); nothing will accompany the code or combination that identifies the associated controlled entrance.

.622 Access Control To Data Media

a. Provide physical protection for finished jobs by keeping custody of them until they are called for, or by providing customers with lockable containers for the purpose of pick-up.

b. Limit access to the tape library by keeping the door locked at all times and by assigning a full-time librarian on each tour, or by having a supervisor monitor access after normal working hours. Any combination of these controls is sufficient.

c. Prohibit programmer access to production tapes or disks or documentation without written authorization from appropriate supervisors.

d. Maintain a log of programs and data sets in the library and at off-site locations.

e. Release data media from the library only when associated jobs are scheduled, unless special authorization is obtained from a supervisor.

f. Maintain daily record of data media withdrawn by time withdrawn, time returned, job identification, and the person responsible for the withdrawal. Follow up on unreturned items.

.623 Personnel Practices

a. Obtain sensitive clearances for contractors and job applicants, according to USPS instructions. (See 272.)

b. Maintain a separation of duties among systems analysts, programming, computer operations, data preparation, data control, and librarian functions, to the maximum extent feasible.

c. Hold *security awareness* sessions for employees at least once every 3 months. Discuss and review security procedures and principles.

d. Periodically reassign responsibility for sensitive tasks, but be sure to observe the conditions of applicable collective bargaining agreements.

e. Access to computer rooms and data media will be denied to terminated employees. At management's discretion, employees who are the subject of disciplinary action will also be denied unsupervised access to computer rooms and data media until discipline procedure has been resolved.

.624 Fire Prevention and Protection

a. Follow existing USPS guidelines concerning fire safety and inspections.

b. In the main computer room, use a gas flooding system, such as Halon (brand name) or small hand extinguishers using carbon dioxide. Carbon dioxide may only be used if an adequate number of breathing devices are readily identifiable and accessible.

c. Equip air conditioning and humidity controls with automatic monitors set to alarm at malfunctions.

d. Strictly enforce a smoking ban in the computer room, library area, and paper storage area.

.625 Maintenance and Housekeeping

a. Keep all equipment maintained according to manufacturer of USPS specifications.

b. If possible, use only *non-flammable* cleaning materials and air conditioning filters in the computer room. Do not store flammable cleaning fluids in the computer room.

c. Prohibit bringing food and beverages into the computer room.

d. Remove all excess paper from computer rooms and adjoining areas.

275.7 Contingency Planning

.71 General

All contingency planning must be in accordance with the unique needs of the organization using ADP equipment. Contingency planning should include reasonable consideration of the principles that follow.

.72 Back-Up Principles

a. If economically warranted, provide back-up power to handle limited essential processing and support, such as air conditioning and humidification.

b. For extremely essential processing, provide equipment to monitor and adjust voltage, current, etc., to maintain uninterrupted service.

c. Determine the location of computer installations that can provide back-up processing for essential jobs and negotiate mutual back-up agreements. Back-up installations should not be subject to the same hazards (natural, man-made, or work stoppage) as the data processing facility.

d. Locate off-site storage for back-up programs and data sets in a separate building, preferably postal owned, beyond the immediate area of the data processing facility but near enough to be readily accessible in case of emergency. Records must be retrievable round-the-clock.

e. Consistent with the importance of the data and the cost of reconstruction, establish and follow a periodic (daily, every other day, weekly, etc.) back-up schedule for files and programs, including transfer and updates, at the off-site storage facility.

.73 Contingency Plans

All contingency plans, whether for natural disasters, man-made hazards, or work stoppages, must:

a. Define essential processing functions to be performed in the event of partial or total shutdown of operations.

b. Contain specific individual assignments for each type of contingency. (*Note:* Do not include bargaining unit employees in a work stoppage plan.)

c. Be distributed to all individuals named in the plan, reviewed at least every 6 months, and updated at least annually.

275.8 Periodic Reviews

In addition to periodic site visits by the Inspection Service, the management function responsible for the data processing site conducts its own review of security at least annually and maintains a written record of the results. Management reviews should be comprehensive and cover the guidelines contained in this section and any other current data protection guidelines.

276 Firearms

276.1 Issuance

The issuance of service weapons and firearms permits is **controlled by the Chief Postal Inspector, and is limited to inspectors and postal police officers.**

276.2 Violation

Firearms on postal property, other than those carried by authorized Inspection Service personnel and recognized law enforcement officers or those legally mailed, are in violation of the rules and regulations for conduct on postal property. (See POM 221.658 and Poster 7, *Conduct on Postal Property.)*

280 Emergency Preparedness

281 Contingency Planning

Each Federal department and agency, including the US Postal Service, is responsible for the development of plans for actions necessary to maintain itself as a viable part of the Federal government during any emergency that might occur. Preparedness planning within the USPS ranges from domestic emergencies, such as conditions resulting from natural or human-caused disasters, to international emergencies, including nuclear war. These conditions may affect a single postal facility or have a widespread effect upon the entire Postal Service.

282 Authorities

The USPS derives authority for participating in emergency preparedness programs primarily from:

a. Title 39, United States Code.

b. Executive Order 11490, which combines the assigned emergency functions of all federal agencies into one document. Parts 1, 6, and 30 of the Executive Order pertain to the Postal Service.

283 Planning Objectives and Guidance

The primary objective of postal emergency preparedness planning is to maintain or restore essential postal service in a national emergency, natural disaster, or disruptive domestic crisis. Planning guidance is outlined in the *U.S. Postal Service Emergency Planning Manual.*

284 Planning Responsibilities

284.1 USPS Emergency Coordinator

The Chief Postal Inspector is the Emergency Coordinator for the USPS. He receives authority directly from the PMG, (note 112.115) and is responsible for coordinating emergency planning and civil preparedness programs applicable to all elements of the Postal Service. He is assisted in carrying out the assigned responsibilities by the Civil Defense Coordinator.

284.2 Regional Emergency Coordinators

The Chief Postal Inspector, as the Postal Service Emergency Coordinator, has designated the Regional Chief Inspectors as the regional emergency coordinators within their respective regions. The regional emergency coordinators have primary responsibility for general monitoring, reviewing, and reporting on emergency preparedness programs within the region. They may designate an alternate to assist in developing and maintaining current Inspection Service emergency preparedness plans, in accordance with guidelines furnished by Headquarters; and to work with the RPMG, or designated alternate, on emergency preparedness and readiness activities for which they are responsible.

284.3 Regional Postmasters General

RPMGs are responsible for the development of plans for, and the direction and operation of, all emergency postal service and related activities in their respective regions, in accordance with guidelines issued by Headquarters. The RPMG may designate a staff member as the regional emergency coordination officer, to directly supervise the overall emergency preparedness planning activities under the RPMG's jurisdiction. The emergency coordination officer will work closely with the Regional Chief Inspector, (RCI), or designated alternate, in the development of integrated plans to provide emergency postal service and related activities for the region during emergency situations.

284.4 Emergency Coordinating Committees

An emergency Coordinating Committee is established at Headquarters (note HQ Circular 80–10, file VII-A-1), consisting of members (primary and alternate) from each operating element. The Headquarters Committee assists the USPS Emergency Coordinator or others as appropriate, in developing and implementing emergency preparedness plans for USPS Headquarters and in the preparation of guidelines for use by the RCI and RPMG in developing regional preparedness plans. The USPS Emergency Coordinator, or designated alternate, chairs this committee, and the relationship to committee members is that of staff liaison and coordination. A similar committee is established in each Region, (note Management Instruction AS-280-80-6), and is chaired by the RCI, or designated alternate. The regional emergency coordinating committee assists the RCI and RPMG, as appropriate, in developing and implementing emergency preparedness plans for the region, consistent with guidelines issued by Headquarters.

284.5 Postmasters/Installation Heads

.51 Carry out emergency preparedness assignments, programs, etc. as directed by regional officials.

.52 Comply with, and cooperate in community civil preparedness plans (including exercise) for evacuation, "take cover," and other survival measures prescribed for local populations.

.53 Designate representatives for continuing liaison with local civil preparedness organizations where such activity will not interfere with normal duties.

.54 Endeavor to serve (at their own option) as members on the staff of the local civil preparedness director, provided such service will not interfere with their primary postal responsibility in an emergency.

.55 Authorize and encourage their employees to participate voluntarily in nonpostal pre-emergency training programs and exercises in cooperation with states and localities.

285 Contingency Plans

285.1 Domestic Emergencies

.11 Examples

a. Major storms, such as hurricanes, tornadoes, and floods.
b. Strikes and work stoppages by postal employees.
c. Strikes by non-postal labor organizations.
d. Civil disturbances.
e. Bombings, bomb threats, and bomb scares.
f. Fires.
g. Accidents involving mail-carrying planes, trains, or highway contract vehicles.

.12 Guidelines

Contingency planning guidelines for maintaining continuity of the Postal Service during these domestic emergencies are contained primarily in the three parts (A, B and C) of Publication 159, *Contingency Planning.* **Also note section 519.22 of the ELM.**

.13 Developing Plans

.113 Each management level throughout the Postal Service develops contingency plans for providing emergency postal services, in accordance with guidelines in Pub. 159.

.114 The plans must include procedures for providing as much advance information as possible on impending or actual emergency situations and their possible adverse effect on postal operations. This includes the dissemination of advance warnings, suggested precautionary protective measures, and assuring that all emergency equipment on hand is in working condition and that its operation is understood by all personnel concerned.

285.2 International Emergencies

.21 Definition

International emergencies are conditions resulting from worsening international relations, wartime mobilization activities, or an attack on the United States, including a nuclear attack.

.22 Guidelines

Guidelines for preparing and maintaining plans to assure continuity of postal operations during international emergencies are contained in the *USPS Emergency Planning Manual* (EPM). The EPM is the basic planning document for the entire Postal Service. It provides the emergency standby guidelines and specifies essential post attack functions of the Postal Service, with instructions and procedures. Also note section 519.22 of the ELM.

.23 Developing Plans

Each management level throughout the Postal Service develops and maintains an emergency preparedness plan in accordance with RPMG guidelines developed from instructions in the EPM.

286 Emergency Lines of Succession

286.1 Postmaster General

In case the Postmaster General is incapacitated as a result of an enemy attack or other national emergency, the following is the line of succession to perform the duties of the Office of the Postmaster General (note section 112.113):
a. Deputy Postmaster General.
b. SAPMG, Administration.
c. SAPMG, Operations.

286.2 Headquarters and Field

Each Headquarters organizational unit establishes its own internal line of succession to provide for continuity under emergency conditions. RPMGs, Regional Chief Inspectors, PDC directors, inspectors in charge, and postmasters or officers-in-charge of other field installations, as specified in the EPM, prepare a succession list of officials who will act in their stead if they are incapacitated or absent in an emergency. Orders of succession are shown by position titles.

310 Directives System

311 Definition

Directives are policy statements, regulations, guidelines, procedures, standards, reference works, and similar material issued by appropriate Postal Service authorities to direct or guide Headquarters, field organizations, or the public. Directives are codified for ease of reference, filing, revision, and rescission, so that employees can readily locate and maintain required material.

312 Types

312.1 Headquarters Directives

The standard Headquarters directives are listed in Exhibit 312. In emergency situations, Headquarters directives may be issued by TWX, Mailgram, or memo. If permanent instructions are issued by this means, they must be incorporated in a standard directive as soon as possible.

312.2 Regional Directives

.21 Regional Issuances. Regional Issuances provide guidance to regional offices and other postal installations. They usually contain operating instructions and may supplement directives issued by Headquarters. Regional Issuances supersede and replace Regional Office Instructions, Regional Office Administrative Memoranda, and Regional Circulars. (Management Instructions AS-310-78-3 contains preparation instructions.) Regional Issuances must not violate prohibitions listed in 315.

.22 Handbooks and Other Publications. Handbooks and publications must be coordinated, through the Regional Administration Branch, with the originator's functional counterpart at Headquarters.

.23 Regional Office Internal Directives. The RPMG may establish a system of directives for use at the regional office to disseminate information to the regional office staff on operating procedures, office services, and other subjects of concern to the immediate organization.

.24 Regional Bulletins. The RPMG establishes guidelines for issuance of Regional Bulletins.

Directive	Characteristics	Distribution
Manuals: DMM—Domestic Mail IMM—Int'l Mail* POM—Postal Operations ASM—Admin. Support ELM—Empl. & Labor Rel. FMM—Financial Mgmt.	Basic policies and instructions of the Postal Service. These six manuals replace the *Postal Service Manual* and Publication 42, *International Mail.* * *The IMM will be published in 1981.*	All post offices; other installations as needed. Sold to public by: Superintendent of Documents, Government Printing Office, Washington, DC 20402
Postal Bulletin	Published weekly, effective for 6 months. For (a) temporary instructions and (b) fast issuance of permanent instructions prior to printing in permanent directives.	All postal installations. Sold to public by Sup. Docs. (see address above).
Handbooks, Publications	Specialized instructions, reference works, training materials and brochures, too detailed, too specialized, or otherwise inappropriate for inclusion in Manuals.	Varies with subject. Some sold to public by Sup. Docs. (see address above).
Labels, Notices, Posters, Signs	Brief instructions, information, identification stickers, promotional material, and safety and energy messages.	Varies with subject.
Management Instructions	Short instructions for specific groups of field managers. Material too transitory, too limited, or otherwise unsuitable for Manuals, handbooks, or Postal Bulletin.	HQ, regions, and districts; and MSCs and selected offices, depending on need to know.
Headquarters Circulars	Standing instructions to Headquarters units.	All HQ Divisions and above.
Headquarters Announcements	Informational notices and transitory instructions to Headquarters.	All HQ personnel.
Departmental Issuances, e.g.: Maintenance Bulletins RE&B Bulletins, Customer Services Communicator Modification Work Orders	Technical instructions that (a) are entirely within the responsibility of the issuing organization, (b) are of no substantive interest to other groups, and (c) do not revoke, amend, or conflict with other directives.	Originating departments distribute to their personnel.

Exhibit 312, Standard Headquarters Directives

312.3 Other Field Directives

.31 Other field installations besides the regions may issue their own directives to subordinates, provided they follow the instructions in 314.3 and 315.

.32 Field installation directives must be dated and, where practical, organized by subject matter so that they can be filed behind or in parallel with similar directives from Headquarters and the regions.

.33 Field installation directives that are no longer appropriate must be obsoleted.

.34 An historical file of all directives issued by the installation must be maintained so it will be possible, e.g. for legal reasons, to determine what instructions were in effect at any given time.

313 Responsibilities

313.1 Headquarters

.11 The Directives and Forms Division manages the directives system.

.12 Groups and Departments are responsible for ensuring that their directives are current, complete, and adequately cleared. Any directive that will cause the implementation of any technological and mechanization changes; directly relates to wages, hours, and other terms and conditions of employment; or concerns any work and/or time standards or studies relating to any bargaining unit employees must be cleared through the Assistant Postmaster General, Labor Relations Department.

313.2 Regions

.21 The Regional Administration Branch manages the region's directives system.

.22 The RPMG and the functional managers are responsible for ensuring that the region's directives (a) are current and complete, and (b) comply with USPS policy, including any appropriate collective bargaining agreement.

313.3 Field Installation Managers

.31 **Distribution.** Heads of districts, MSCs, and other postal installations are responsible for ensuring that Headquarters and regional directives and revisions are (*a*) promptly distributed to those employees who must act on them, (*b*) readily accessible to those who need to consult them, and (*c*) kept up-to-date.

.32 **Directives Liaison** A directives distribution liaison must be designated at each installation to ensure that these regulations are carried out, and to serve as a contact point on directives matters.

.33 Originating Directives. These managers must ensure that their own directives do not violate the prohibitions in 315.

314 Coordination

314.1 Headquarters Directives

Headquarters directives are coordinated and approved in accordance with ASM 113.212 and with the current Headquarters Circular on the Directives System (filed as IV-A-1).

314.2 Regional Directives

Before issuance, regional directives must be coordinated, through the Regional Administration Branch, with the various regional functional areas that have a substantive interest in the subject matter or whose programs or responsibilities will be affected. If they deal with any of the following subjects, they must be coordinated with the appropriate functional areas at Headquarters:

a. Wages, hours, and working conditions of bargaining unit personnel.

b. Work methods, work standards, activity analysis, scheduling and staffing, performance objectives, and industrial engineering techniques.

c. Any materials that significantly expand national program directives issued by Headquarters.

d. Any significant field initiatives that are not related to an approved national program.

314.3 Field Installation Directives

Before issuance, field installation directives must be coordinated with the appropriate functional areas at the installation, and if they deal with any of the subjects listed in 314.2, they must be coordinated with the appropriate functional areas of the organizational level to which the installation head reports. That level of organization will be responsible for initiating any further coordination.

315 Prohibitions

315.1 Do not issue instructions that conflict with any current directives.

315.2 Do not repeat instructions that have already been disseminated to the action points by Headquarters or a higher level of field organization. Such repetition is wasteful and may be confusing.

315.3 Do not issue instructions to subordinate organizational levels "clarifying," supplementing, or rewording a directive from a higher level organization unless the directive specifically directs or authorizes such action. Unauthorized rewording or interpretation may inadvertently distort the intention of policy and instructions. If a directive is unclear or inadequate, go back through channels and ask the originator to issue clarifying or supplemental instructions.

316 Action

Field managers must act directly in response to directives received from Headquarters and addressed to their level of management. Do not wait for an implementing order from intermediate levels of management.

317 Ordering Directives

The *Postal Bulletin* periodically lists all current directives issued by Headquarters, shows the initial distribution for each, and tells how to order them. Do not order directives which your organization is not authorized to receive. Do not order more copies of a directive than are absolutely necessary. Use the proper forms and procedures for ordering. Order through your directives liaison (see 313.32).

318 Public Accessibility and Sale

318.1 Availability for Review

The following directives contain regulations directly affecting the public and must be made available to the public for *review* upon request:

a. Domestic Mail Manual;

b. Publication 42, *International Mail* (to be superseded in the near future by the *International Mail Manual);*

c. Postal Bulletin; and

d. Publication 41, *Postal Contracting Manual,* where it is available.

318.2 Public Sale

Most Headquarters directives of possible interest to the public are available for public sale through the Superintendent of Documents, Government Printing Office, Washington, DC 20420. Advise the public to obtain such directives by writing to the Superintendent of Documents, not to the Postal Service.

318.3 Free Publications

See the list of *Publications Free to the Public* printed periodically in the Postal Bulletin. Free publications may be obtained from local post offices. These publications are stocked at the Eastern and Western Area Supply Centers. Post offices may order them on Form 7380, Requisition for Supplies.

320 Forms (reserved)

330 Public Communications

331 General

331.1 Policy

The USPS has a responsibility to provide information about the postal system to the public.

331.2 Responsibility

The Assistant Postmaster General, Public and Employee Communications (P&EC), is responsible for the Postal Service's public communications policies, programs, and functions. Reporting directly to the Postmaster General, the APMG, P&EC:

a. Responds to news media inquiries and provides information about the Postal Service to the public;

b. Plans, approves, and manages the Postal Service public affairs effort; and

c. Advises the PMG on actions necessary to keep the public well informed of postal policies and programs.

332 Public/Media Relations

332.1 Policy

To provide full and accurate information about the postal system to the public, the Postal Service develops and conducts a media relations program.

332.2 Responsibility

The P&EC Department is responsible for Postal Service relations with the news media. Media relations include issuing announcements and news releases, conducting news conferences, and responding to media inquiries. Information is released consistent with policy in 350.

332.3 Procedures

.31 Media Inquiries. All inquiries from the news media are referred to the P&EC Department. When requested, other departments must provide information promptly to P&EC, to assure timely responses to the media.

.32 Advance Copies. Advance copies of proposed public announcements and of all material intended to be printed for distribution to the public or for public display at postal facilities must be provided to the P&EC Department for review.

332.4 Field Managers

.41 Local Media Relations

.411 District managers, postmasters, and other facility managers are responsible for local media relations in their jurisdictions.

.412 To assist them in developing and implementing an effective media relations program, field managers should use the *Postmasters Guide to Communications* (available from regional P&EC general managers or from the P&EC Department at Headquarters). Field managers may also consult with and seek guidance from the regional P&EC general managers.

.42 Exception

Field Units reporting directly to Headquarters or under the functional direction of Headquarters should comply with procedures in 332.3, through their respective regional P&EC general managers.

333 Community Relations

333.1 Policy

As a nationwide service agency of the Federal government, the USPS, as a matter of policy, must maintain good relations with the various communities it serves, and seek community understanding and support of postal actions and programs.

333.2 Responsibility

The P&EC Department is responsible for USPS community relations, which includes:

a. Assisting field managers in community relations activities in their localities.

b. Directing a national public speaking program.

c. Conducting activities to gain community support for postal actions with special local impact.

333.3 Procedures

When USPS actions have special community impact, Headquarters departments with responsibility for the action must give advance notice to the P&EC Department. The P&EC Department will make timely announcements of the actions to the public, and assure that necessary local community relations activities are undertaken. Examples of actions which impact on communities and require advance notice to the P&EC Department are:

a. Local service changes.
b. New construction. (See 517.2.)
c. Environmental improvements.
d. Mail processing or mechanization changes.
e. Publicity for market tests. (See 633.37.)

333.4 Field Managers

District managers, postmasters, and other facility managers are responsible for community relations in their jurisdictions. Postal field managers should call on the regional P&EC general managers for assistance in conducting these programs.

334 Postal Exhibits

334.1 Policy

It is USPS policy to use exhibits to help make the public and various groups of mail users aware of postal policies, programs, products, and services.

334.2 Procedures

.21 General. The P&EC Department develops and directs the postal exhibits program, and provides assistance to other Headquarters departments, regional offices, and field facilities in planning, producing, and using postal exhibits.

.22 New Exhibits. When a new exhibit is needed, managers must submit a written request to the P&EC Department sufficiently in advance of the display date (at least 2 months for major exhibits) to permit time for planning and production. The requesting department provides subject guidance in producing exhibits. All exhibits produced by Headquarters remain under P&EC Department control.

.23 Existing Exhibits. Requests for existing exhibits should be submitted at least 1 month in advance of the display date.

.24 Regional Exhibits. With the exception of standard module exhibits provided to the regions, regional exhibits are under the control of the regional P&EC general managers.

.25 Reference. Publication 165-A, *Design Control Guidelines,* is the reference for exhibits design.

340 Employee Communications

341 General

341.1 Policy

It is USPS policy to communicate management objectives to employees, in order to promote employee understanding and seek cooperation.

341.2 Responsibility

The Assistant Postmaster General, Public & Employee Communications (P&EC) Department, is responsible for communicating management policies and objectives to employees through official publications, lobby and workroom posters, news announcements, graphic displays, audio-visual productions, and operation of the USPS teletype network. The APMG, P&EC, advises the Postmaster General on actions necessary to keep postal employees well-informed of postal policies and programs.

342 Publications

342.1 National Employee Publications

The P&EC Department communicates management objectives to all employees through publications such as Postal Leader, Postal Life, brochures, and news announcements.

342.2 Local Employee Newsletters

.21 Criteria

Post offices with 250 or more employees are encouraged to publish a regularly issued employee newsletters.

.22 Advice and Assistance

The P&EC Department (including regional P&EC divisional offices) provides advice and occasional assistance to local offices in publishing such newsletters. Other guidance is provided by:

a. Publication 172, *Editors' Manual.* Available to editors of post office newsletters from P&EC Department.

b. Postal Editors News Service (PENS), published monthly by the P&EC Department to provide information and ideas for local newsletters. Post office editors may ask to receive it.

.23 Printing

See 372 for printing instructions and restrictions.

343 Special Communications Services

343.1 Teletype Network

.11 Function

The postal teletype network, under operational control of the P&EC Department and technical control of MISD, serves as a rapid communications tool for postal management. (See also 364.)

.12 Requirements for Use

.121 Messages sent by teletype network must:

a. Require immediate action;

b. Be disseminated to addressees within the same day of transmission; *and,*

c. Be used only when other methods of communications will not accomplish the desired action.

.122 If a telecommunications message is used to revise or clarify a formal written communication or directive, a follow-up permanent issuance of the directive must be made.

343.2 Audio-Visual Services

.21 Policy

It is USPS policy to use audio-visual aids to assist in promoting postal policies, programs, services, and products.

.22 Responsibility

The P&EC Department is responsible for managing the USPS audio-visual activities, which include photography, film making, and audio-video production.

.23 Procedures

.231 General. The P&EC Department provides assistance to other Headquarters departments, regional offices, and field facilities in planning, producing, and using audio-visual aids.

.232 Requests. Requests for audio-visual services must be submitted to the P&EC Department sufficiently in advance of the date needed, to permit adequate scheduling of personnel and equipment for the work. The P&EC Department approves such requests and provides the services or recommends they be procured from sources outside the Postal Service.

.233 Funding. Cost estimates for outside services must be submitted to the P&EC Department for approval. All audio-visual services performed for other postal units by P&EC are provided on a reimbursable basis at the discretion of the P&EC Department.

.234 Library. The P&EC Department maintains and manages a library for audio-visual productions and makes such productions available to postal units and to the public.

343.3 Workroom Posters

.31 General

Workroom posters are used for communicating management objectives, policies, and programs to employees. The P&EC Department plans, designs, and produces workroom posters, and coordinates all such posters except those initiated locally for local display. Any posters proposed for wider than local use must be cleared with the P&EC Department.

.32 Procedures

The P&EC Department provides posters to the field for display in workroom areas, including swing rooms and cafeterias. Posters are dated for time of display and shipped sufficiently in advance of the display date for local distribution to appropriate post offices, stations, and branches. They must be displayed as directed.

343.4 Graphic Services

.41 Purpose

Graphic materials are used for communications and to promote policies, programs, services, and products.

.42 P&EC Responsibilities

.421 Designing and producing USPS graphics, including displays, literature (except directives and technical manuals), posters, and slide films.

.422 Managing the corporate identity program. This includes use of the USPS logo, the decorative designs used on trucks, mailboxes, vending machines, etc., and USPS signs.

.423 Producing presentational material such as slides and charts for Headquarters management.

.43 Procedures

.431 Services Provided. The P&EC Department provides assistance to other Headquarters departments and regional offices in planning, designing, and producing literature, displays, slide films and other graphics.

.432 Funding. The requesting office provides a Form 350, *Requisition for Supplies,* to P&EC Department, with sufficient funds to design and produce its project through contractors, plus all figures, information, and material pertinent to the project. Funds appropriated for such services can only be expended when properly authorized by the Procurement and Supply Department at Headquarters, or, as the case may be, by the appropriate regional procurement division.

.433 Production. The P&EC Department directs the project and, optionally, produces the work through its staff or through contractors plus guidance by its staff.

350 Records and Release of Information

351 Records

351.1 General

.11 Definition. A record is any medium, regardless of form or characteristics (paper, film, magnetic surfaces, etc.), that contains information developed or received by the Postal Service in connection with the transaction of its business and retained in its custody.

12. Ownership. Records created in the course of USPS business activities are the property of the USPS and not of any individual.

.13 Responsibility

.131 Custodian. The postmaster or other head of a facility such as a postal data center, mailbag depository, management sectional center, district office or Regional Headquarters, or a group or department of Headquarters, who maintains USPS records. Senior medical personnel are the custodians of medical records maintained within medical facilities. Custodians are responsible for seeing that records within their post offices, installations, or organizations are managed in accordance with USPS directives.

.132 Records Officer. The USPS Records Officer is located at Headquarters and administers the USPS records program.

351.2 (Reserved)

351.3 Retention

.31 Records Control Schedule. The most widely held Postal Service records are listed in Exhibit 351.31. Retain these records for the periods indicated in the schedule and then dispose of them as specified in 351.7.

.32 Records at Post Offices

.321 Except for those records listed in Exhibit 351.31 as having longer or shorter retention periods, retain all records in post offices for:

a. One year from the date of origin; or

b. One year after the close of the period in which the record was created (e.g., the accounting period or the quarter); or

c. One year following the close of the year in which the action to which the record refers was completed.

.322 Then dispose of the records according to 351.7.

.33 Other Records. For information about the retention of records not covered by Exhibit 351.31 or by 351.32, field installations reporting to the regions should contact their regional records control officer, and installations reporting to Headquarters should contact the USPS Records Officer at Headquarters.

.34 Extension of Retention Periods. Approved records disposition schedules are mandatory. Records should not be maintained for periods longer than those specified in these schedules (see Exhibit 351.31). However, retention periods may be extended in response to a court order, or if the records are needed for a special use. Only the USPS Records Officer can authorize such extensions. Upon expiration of such an extension of retention period, the Records Officer will notify concerned custodians to observe normal records disposition requirements.

351.4 Protection

.41 Safeguards. Appropriate safeguards, such as access restrictions, records controls, lockable cabinets or lockable rooms, must be provided to protect records that contain information needed to protect the interests of the Postal Service, its employees, contractors, or the general public and to ensure the security and confidentiality of records that contain personal information about individuals (353.51).

.42 Instructions. Custodians must ensure that persons who have any access to records or who are engaged in development of procedures or systems for handling records are adequately instructed about the provisions of this subchapter and about local procedures for collecting, maintaining, releasing, and safeguarding information to effect compliance with the Freedom of Information Act (352), the Privacy Act (353), and Postal Service regulations.

351.5 Release

It is the policy of the Postal Service to make its official records available to the public to the maximum extent, subject only to the exceptions required or authorized by law, as described in 352 and 353.

351.6 Transfer

.61 Storage

.611 Requirement. Records no longer required for active reference but not yet eligible for destruction under approved schedules should be transferred by file breaks, e.g., periods of time such as a quarter or a fiscal year, to either local storage or to a Federal Records Center.

.612 Local Storage. Transfers to local USPS storage must be accompanied by a Form 773, *Records Transmittal and Receipt.*

.613 Federal Records Centers

a. Conditions. Federal Records Centers (FRCs) accept only:

(*1*) Records series listed in USPS records control schedules.

(*2*) Records that have a retention period of more than 3 years remaining. (Records having retention periods of less than 3 years are accepted only by special arrangement with the USPS Records Officer at Headquarters.)

(*3*) Volumes of records consisting of 1 cubic foot or more. (Quantities less than 1 cubic foot should be retained by the installation and destroyed in-house when the established retention period expires.)

b. Procedures. For shipment to an FRC other than the National Personnel Records Center at St. Louis, MO:

(*1*) Assemble records to be shipped, and pack (to capacity) in 1 cubic foot boxes, obtained for this purpose from the General Services Administration.

(*2*) Complete three copies of SF-135, *Records Transmittal and Receipt.* Submit all three copies to the receiving FRC at least 2 weeks before the intended shipping date.

(*3*) FRC will indicate approval by returning two annotated copies of SF-135 to the requesting installation.

(*4*) Place a copy of SF-135 in the first box of the shipment and ship. Retain the second copy as suspense.

(*5*) FRC will return a receipted copy of SF-135.

c. Location. See Exhibit 351.613 for FRC addresses and areas served.

.62 Control. Records transferred to local or FRC storage remain under USPS control.

351.7 Disposal

.71 Sale. Paper records whose retention periods have expired may be sold as waste paper, providing they do not contain information which cannot be released to the general public, such as personal information (Exhibit 353.21). (Such records must be destroyed.) The contract for sale must prohibit the resale of the records as records or documents. Film or plastic records may be salvaged or sold under the same conditions and in the same manner.

records or documents. Film or plastic records may be salvaged or sold under the same conditions and in the same manner.

.72 Destruction. Records which cannot be sold or salvaged may be destroyed by shredding, pulping, or burning.

351.8 Recording Transfer or Disposal

Custodians will maintain a simple record of the number of cubic feet of records sold, destroyed, or transferred each fiscal year, and a total of the records on hand at the end of each fiscal year.

352 Freedom of Information Act

352.1 General

.11 Purpose and Scope. This part contains USPS regulations relating to the availability to the public of Postal Service records. Included are regulations that implement section 552 of title 5, U.S.C., the *Freedom of Information Act*, as it applies to the Postal Service. Official records of the Postal Service made available under the requirements of the Act must be furnished to members of the public as prescribed in this part.

.12 Policy

.121 It is the policy of the Postal Service to make its official records available to the public to the maximum extent consistent with the public interest. This policy requires a practice of full disclosure subject only to the specific exemptions required or authorized by law.

.122 Exemptions from mandatory disclosure provided by section 552(b) of title 5, and section 410(c) of title 39, U.S.C., for various types of records, reflect the fact that under some circumstances the public interest may be better served by leaving the disclosure of particular records to the discretion of the Postal Service than by requiring their disclosure. As to those records the disclosure of which is not prohibited by statue, Executive Order, or regulation, the discretion vested in the Postal Service exercised after giving consideration to the following:

a. The effect of nondisclosure on the public's right to know now about a particular matter;

b. The effect of disclosure on the right of privacy of any affected individuals;

c. The effect of disclosure on the public interest in the economical, efficient, and orderly operation of the nation's mail system; and

d. Any other factors that may be relevant under the circumstances.

Location	Areas Served
National Personnel Records Center, GSA (Military Personnel Records) 9700 Page Boulevard St. Louis, MO 63132	Designated records of the Department of Defense
National Personnel Records Center, GSA (Civilian Personnel Records) 111 Winnebago Street St. Louis, MO 63118	Entire Federal Government for personnel records of separated Federal employees; pay records of all Federal employees; medical records of civilian employees of the Army, Navy, and Air Force; records of agencies in greater St. Louis, Missouri area
Federal Archives and Records Center, GSA 380 Trapelo Road Waltham, MA 02154	Maine, Vermont, New Hampshire, Massachusetts, Connecticut, and Rhode Island
Federal Archives and Records Center, GSA Military Ocean Terminal, Bldg. 22 Bayonne, NJ 07002	New York, New Jersey, Puerto Rico, and the Virgin Islands
Federal Archives and Records Center, GSA 5000 Wissahickon Avenue Philadelphia, PA 19144	Delaware and Pennsylvania east of Lancaster
Federal Records Center, GSA Naval Supply Depot, Bldg. 308 Mechanicsburg, PA 17055	Pennsylvania except areas east of Lancaster
Washington National Records Center Washington, DC 20409	District of Columbia, Maryland, Virginia, and West Virginia
Federal Archives and Records Center, GSA 1557 St. Joseph Avenue East Point, GA 30344	North Carolina, South Carolina, Tennessee, Mississippi, Alabama, Georgia, Florida, and Kentucky
Federal Archives and Records Center, GSA 7358 South Pulaski Road Chicago, IL 60629	Illinois, Wisconsin, and Minnesota
Federal Records Center, GSA 3150 Bertwynn Drive Dayton, OH 45439	Indiana, Michigan, and Ohio
Federal Archives and Records Center, GSA 2306 East Bannister Road Kansas City, MO 64131	Kansas, Iowa, Nebraska, and Missouri except greater St. Louis area
Federal Archives and Records Center, GSA 4900 Hemphill Street P.O. Box 6216 Fort Worth, TX 76115	Texas, Oklahoma, Arkansas, Louisiana, and New Mexico
Federal Archives and Records Center, GSA Bldg. 48, Denver Federal Center Denver, CO 80225	Colorado, Wyoming, Utah, Montana, North Dakota, and South Dakota
Federal Archives and Records Center, GSA 1000 Commodore Drive San Bruno, CA 94066	Nevada (except Clark County), California (except Southern California), and American Samoa
Federal Archives and Records Center, GSA 24000 Avila Road Laguna Niguel, CA 92677	Clark County Nevada, Southern California (counties of: San Luis Obispo, Kern, San Bernardino, Santa Barbara, Ventura, Los Angeles, Riverside, Orange, Imperial, Inyo, and San Diego), and Arizona
Federal Archives and Records Center, GSA 6125 Sand Point Way Seattle, WA 98115	Washington, Oregon, Idaho, Alaska, Hawaii, and Pacific Ocean area (except American Samoa)

Exhibit 351.613 Federal Records Centers

.13 Responsibility

.131 Custodian. See 351.131. Custodians are responsible for responding in the first instance to requests from members of the public for USPS records.

.132 Records Officer. The USPS Records Officer is responsible for the overall administration of these regulations, including the issuance of detailed instructions to custodians.

.133 General Counsel. The General Counsel decides timely appeals authorized by this part.

352.2 Inquiries

Inquiries regarding the availability of Postal Service records should be directed to the appropriate records custodian. If the appropriate custodian is not known, inquiries should be directed to the USPS Records Officer, U.S. Postal Service, Washington, DC 20260, telephone number (202) 245-4142.

352.3 Public Reading Room

The Library of USPS Headquarters, 475 L'Enfant Plaza, West, SW, Washington, DC 20260, serves as public reading room for the materials listed in 352.412 and .414 as available for public inspection and copying.

352.4 Availability of Records

.41 Records Available to Public

.411 General. USPS records are available for inspection or copying at the request of any person, in accordance with these provisions, except as otherwise provided by law or regulation. Certain categories of records of particular interest are available on a continuing basis (352.412 and .413) and are listed in a public index (see 352.414). Access to other records may be requested on an individual basis according to procedures in 352.5. Official records which are maintained on an electronic storage medium are normally made available as an exact duplicate of the requested original in a form readable by the human eye, such as a computer printout.

.412 Opinions. All final opinions and orders made in the adjudication of cases by the Judicial Officer, Administrative Law Judges, and Board of Contract Appeals, all final determinations pursuant to 247.63 of title 39, CFR, to close or consolidate a post office, or to disapprove a proposed closing or consolidation, and all advisory opinions concerning the private express statutes issued pursuant to 310.6 of title 39, CFR, all bid protest decisions, and all decisions on appeals under this part rendered by the Law Department are on file and available for inspection and copying in USPS Headquarters Library.

.413 Administrative Manuals and Instructions. Manuals, instructions, and other USPS publications that affect members of the public are available through USPS Headquarters Library and at many postal facilities, and may be inspected there. Copies of these publications that are not available free of charge may be obtained by paying a fee (see 352.6).

.414 Public Index

a. A public index is maintained in the Headquarters Library of all final opinions and orders made by the Postal Service in the adjudication of cases; USPS policy statements which may be relied on as precedents in disposition of cases; administrative staff manuals and instructions that affect the public; and other materials that the Postal Service elects to index and make available to the public on request. See 352.411.

b. The index contains references to matters issued after July 4, 1967, and may reference matters issued prior to that date.

c. Any person may arrange for the inspection of any record referenced in the public index in accordance with 352.5.

d. Copies of the public index and of records listed in the public index may be purchased through the Headquarters Library upon payment of fees listed in the index or as provided in 352.6.

.415 Listings of Employees' Names. **Upon written request, the Postal Service will provide, to the extent required by law, a listing of postal employees working at a particular postal facility. In all instances of requests for a listing of postal employees, the USPS Records Officer is deemed to be the custodian.**

.42 Records Not Subject to Mandatory Public Disclosure. Certain classes of records are exempt from mandatory disclosure under exemptions contained in the *Freedom of Information Act* and in section 410(c) of title 39 U.S.C. The Postal Service will exercise its discretion, in accordance with the policy stated in 352.12, as implemented by instructions issued by the Records Officer with the approval of the General Counsel, in determining whether the public interest is served by the inspection or copying of records that are:

a. Related solely to the internal personnel rules and practices of the Postal Service.

b. Trade secrets, or privileged or confidential commercial or financial information, obtained from any person. (See also 352.453.)

c. Information of a commercial nature, including trade secrets, whether or not obtained from a person outside the Postal Service, which under good business practice would not be publicly disclosed. This class includes, but is not limited to:

(*1*) Information pertaining to methods of handling valuable registered mail.
(*2*) Records of money orders, except as provided in 940 of the *Domestic Mail Manual* (DMM).
(*3*) Technical information concerning postage meters and prototypes submitted for Postal Service approval prior to leasing to mailers.
(*4*) Reports of the markets surveys conducted by

or under contract in behalf of the Postal Service.

(*5*) Records compiled within the Postal Service which would be of potential benefit to persons or firms in economic competition with the Postal Service.

(*6*) Information, which if publicly disclosed, could materially increase procurement costs.

or under contract in behalf of the Postal Service.

(*5*) Records indicating rural carrier lines of travel.

(*6*) Records compiled within the Postal Service which would be of potential benefit to persons or firms in economic competition with the Postal Service.

(*7*) Information, which if publicly disclosed, could materially increase procurement costs.

d. Interagency or internal memoranda or letters that would not be available by law to a private party in litigation with the Postal Service.

e. Reports and memoranda of consultants or independent contractors, except to the extent they would be required to be disclosed if prepared within the Postal Service.

f. Files personal in nature, including medical and personnel files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

g. Information prepared for use in connection with proceedings under chapter 36 of title 39, U.S.C., relating to rate, classification and service changes.

h. Information prepared for use in connection with negotiation of collective bargaining agreements under chapter 12 of title 39, U.S.C., or minutes of, or notes kept during, negotiating sessions conducted under such chapter.

i. Other matter specifically exempted from disclosure by statute.

.43 Investigatory Records

.431 Investigatory files compiled for law enforcement purposes, whether or not considered closed, are exempt by statute from mandatory disclosure except to the extent otherwise available by law to a party other than the Postal Service (39 U.S.C. 410(c)(6)). As a matter of policy however, the Postal Service will normally make investigatory records available upon request unless the production of these records would:

a. Interfere with enforcement proceedings,

b. Deprive a person of a right to a fair trial or an impartial adjudication,

c. Constitute an unwarranted invasion of personal privacy,

d. Disclose the identity of a confidential source, and, in the case of a record compiled by the Postal Inspection Service in the course of a criminal investigation or of a lawful national security intelligence investigation, confidential information furnished only by the confidential source,

e. Disclose investigative techniques and procedures, or

f. Endanger the life or physical safety of law enforcement personnel.

.432 Authority to disclose investigatory records to persons outside the Postal Service must be obtained from the Chief Postal Inspector, United States Postal Service, Washington, DC 20260, or designee.

.44 Disclosure of Names and Addresses of Customers. The addresses of postal customers will be made available only according to the following:

a. The new address of any specific customer who has filed a change of address order will be furnished to any person upon payment of the fee prescribed in 352.643.

b. The name and address of the holder of a bulk mail permit, permit imprint or similar permit, or postage meter permit, and the name of any person applying for a permit in behalf of a holder, will be furnished to any person upon the payment of any fees authorized by 352.6.

c. The recorded post office box address of a customer whose mail is redirected to a post office box will be furnished to any person upon payment of the fee prescribed in 352.643.

d. The recorded name and address of the holder of a post office box being used for the purpose of doing or soliciting business with the public, and any person applying for a box in behalf of a holder, will be furnished to any person without charge. The postmaster may furnish this information when he is satisfied from the entries appearing on Form 1093, *Application for Post Office Box or Caller Number,* or from evidence furnished by the requester, such as an advertising circular, that a box is being used for such a business purpose. When the postmaster is unable to determine whether a business use is involved, he shall refer the request to Regional Counsel for advice.

e. Except as provided in 352.44d, the name or address of the boxholder is furnished only:

(*1*) To a Federal, State, or local government agency upon prior written certification that the information is required for the performance of its duties,

(*2*) To a person empowered by law to serve legal process upon prior written certification that the information is required to effect service,

(*3*) In compliance with a subpoena or other court order, or

(*4*) To a law enforcement agency, for oral requests made through the Inspection Service, but only after the Inspection Service has confirmed that the information is needed in the course of a criminal investigation. (All other requests from law enforcement agencies should be submitted in writing to the postmaster as in 352.44e(1)).

f. The mailing address of any customer sought in connection with jury service, if know, will be furnished without charge upon prior written request to a court official, such as a judge, court clerk or jury commissioner.

g. If the location of a residence or a place of business is known to a Postal Service employee, whether as a result of official duties or otherwise, the employee may, but need not, disclose the location or give directions to it. No fee is charged for such information.

.45 Information Not Available for Public Disclosure

.451 Mailing Lists. **Except as provided by 352.415, the Postal Service and its officers and employees must not make available to the public by any means or for any purpose any *mailing list* or other list of names or addresses (past or present) of postal customers or other persons.**

.452 Classified Documents. Records or other documents which are classified or otherwise specifically authorized by Executive Order 12065 and implementing regulations to be kept secret in the interest of the national defense or foreign policy are not subject to disclosure.

.453 Trade Secrets. Records consisting of trade secrets or certain confidential financial data, the disclosure of which is prohibited by section 1905 of title 18, U.S.C., are not subject to disclosure.

.454 Statutory Prohibitions. Other records, the disclosure of which is prohibited by statute, are not subject to disclosure.

.46 Protection of Right of Privacy. If any record required or permitted to be disclosed contains the name of, or other identifying details concerning any person, including an employee of the Postal Service, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, the name or other identifying details must be deleted before the record is disclosed, and the requester so informed. (See also 353.)

.47 Disclosure in Part of Otherwise Exempt Record. Any reasonably segregable portion of a record must be provided after deleting the information which is neither subject to mandatory disclosure nor available as a matter of discretion.

.48 Compliance With Subpoena or Court Order

.481 Postal Service records may be disclosed in compliance with a subpoena duces tecum or appropriate court order upon the advice of Regional Counsel.

.482 Time, leave and payroll records of postal employees are subject to production when a subpoena duces tecum or appropriate court order has been properly served. The custodian of the records may designate a postal employee to present the records. The presentation by a designee rather than the employee named in the subpoena or court order must meet with the approval of the attorneys for each side. In addition, such records may be released if authorized in writing by the employee.

.483 If the subpoena involves a job-connected injury, the records are under the exclusive jurisdiction of the Bureau of Employees' Compensation, Department of Labor. Address requests for authorization to produce these records to: Bureau of Employees' Compensation, U.S. Department of Labor, Washington, DC 20210. Also notify the attorney responsible for the issuance of the subpoena or court order.

.484 Do not release any records containing information as to the employee's security or loyalty.

.485 Honor subpoenas or court orders only when disclosure is authorized.

.486 When authorized to comply with a subpoena duces tecum, do not leave the original records with the court.

.49 Compliance With Summons

.491 Comply with a summons requiring an appearance in court. Do not testify as to any matters for which an exemption under 352.4 may be claimed. Call the Regional Counsel for instructions relating to exemptions.

.492 Do not present inspectors' reports or Inspection Service records in either State or Federal courts in which the United States is not a party in interest, unless authorized by the Regional Chief Inspector who will make a decision after consulting with Regional Counsel. If an attempt is made to compel the production of records, decline to produce the information or record, and state it may be exempted and cannot be disclosed or produced without specific approval of the Regional Chief Inspector who will make a decision after consulting with Regional Counsel. The Postal Service will offer every possible assistance to the courts, but disclosing information for which an exemption may be claimed is a matter of discretion.

352.5 Inspection and Copying of Records

.51 Submission of Requests

.511 Form and Content. To permit expeditious handling and timely response, a request to inspect or to obtain a copy of an identifiable Postal Service record must be in writing and bear the caption *Freedom of Information Act Request* or otherwise be clearly and prominently identified as a request for records under the *Freedom of Information Act.* A formal request must be clearly and prominently identified as such on the envelope or other cover. Other requests for information are considered informal requests and must be handled as expeditiously as practicable but not necessarily within the time limitations in 352.52. An informal request is granted or denied according to the substantive rules in 352.4, if found to be a request for a record. A *Freedom of Information Act* request must identify the record sought as completely as possible, by name, description, or subject matter, and be sufficient to permit the custodian to locate it with a reasonable amount of effort. The request may state the maximum amount of fees for which the requester is willing to accept liability without prior notice. (See 352.552.) If no amount is stated, the requester will be deemed willing to accept liability for fees not to exceed $10.

.512 To Whom Submitted. A request is submitted to the custodian of the requested record. For purposes of this section, all requests for postal employee listings should be directed to the USPS Records Officer for handling (see 352.415). If the location of the record is not known, inquiry should be directed to the USPS Records Officer. If a request is submitted to a facility other than that at which the record is maintained, promptly transmit it to the appropriate custodian and furnish a copy to the requester. A request which is not initially submitted to the appropriate custodian is deemed to have been received by the Postal Service for computing the time for response at the time that it is actually received by the appropriate custodian. If a request seeks records maintained at two or more facilities, the custodian is deemed to be the next senior common supervisor of the heads of the facilities; e.g., sectional center manager, district manager, RPMG.

.513 Reasons for Request. In view of the possibility that some or all of the records may be exempt from mandatory disclosure, the requester may state any reasons why the record should nevertheless be made available to him even if exempt.

.514 Request for Waiver of Fees. The requester may ask that fees, the advance payment of fees, or the advance deposit of estimated fees be waived, in whole or in part, and may state any reasons in support of this. See 352.663.

.515 Categorical Requests. A request for all or substantially all of the records within a specific category will be deemed a reasonable description of those records only if it is possible, without further information, to determine which particular records are sought. See 352.523 on providing additional information.

.516 Records Located at Numerous Facilities. A request for records which are, or may be, located at all or a substantial number of post offices or other postal facilities will be deemed to be a reasonable description only of such of those records as are maintained at the post office or other facility to which the request is submitted, and of those records maintained at any other post offices or facilities specifically identified in the request. See 352.512 concerning the custodian of records of two or more facilities.

.52 Responsibilities of Custodian

.521 The custodian of the requested record is the person responsible for determining whether to comply with or to deny the request. A custodian who is not an Officer as defined in 111.7, however, should not deny a request, until he has obtained the advice of Regional Counsel. If denial of a request appears necessary, the custodian should seek advice as soon as possible after receipt of the request so as to provide adequate time for legal review.

.522 The custodian makes this determination within 10 working days (i.e., exclusive of Saturdays, Sundays, and holidays) of receiving the request, and more rapidly if feasible. The custodian and the requester may, by mutual agreement, preferably in writing, establish a different response period.

.523 If a requested record cannot be located from the information supplied, the requester should be given an opportunity to supply additional information and, if feasible, to confer with the custodian or his representative, in an attempt to provide a reasonable description of the records sought. If additional information is furnished, the request will be deemed to have been received by the custodian when sufficient additional information to identify and locate the record with a reasonable amount of effort has been received.

.524 The 10 working day response period allowed may be extended by the custodian, after consultation with Regional Counsel, (or with the General Counsel if the custodian is at Headquarters) *for a period not to exceed an additional 10 working days* as reasonably necessary to permit the proper processing of a particular request, under one or more of the following unusual circumstances:

a. The request requires a search for the collection of records from a facility other than that processing the request;

b. The request requires the search for, and collection and appropriate examination of, a voluminous amount of separate and distinct records; or

c. The request requires consultation (1) with another agency having a substantial interest in the determination of whether to comply with the request, or (2) among two or more components of the Postal Service having substantial subject matter interest in the determination of whether to comply with the request.

.525 If additional time is required, the custodian must acknowledge the request in writing within the initial 10 day response period, state the reason for the delay, and indicate the date on which a decision as to the disclosure is expected.

.526 If the custodian has been unable to comply with the applicable time limit provisions, in spite of the exercise of due diligence, he must make a determination as promptly as possible. He shall notify the requester of the exceptional circumstances preventing timely compliance and of the date by which it is expected that the determination will be made. A copy of this notification shall be sent to the General Counsel, U.S. Postal Service, Washington, DC 20260.

.527 If a requested record is known to have been destroyed, disposed of, or otherwise not to exist, the requester shall be so notified.

.53 Compliance with Approved Request

.531 When a requested record has been identified and is to be disclosed in whole or in part, the custodian must ensure that the record is made available promptly, and immediately notify the requester where and when and upon what reasonable conditions, if any, including the payment of fees, the record will be available for inspection or copies will be available. Postal Service records will normally be available for inspection and copying during regular business hours at the postal facilities at which they are maintained. The custodian may, however, designate other reasonable locations and times for inspection and copying of some or all of the records within his custody.

.532 Any fees, authorized or required by 352.6 must be paid by the requester before the record is made available or a copy is furnished, unless payment is waived or deferred. (See also 352.652, concerning advance notice of fees.)

.533 A custodian complying with a request may designate a representative to monitor any inspection or copying.

.54 Denial

.541 A reply denying a request in whole or in part must be in writing, signed by the custodian or his designee, and include:

a. A statement of the reason for, or justification of, the denial, e.g., the nonexistence of the record, including, if applicable, a reference to the provision or provisions of 352.4 authorizing the withholding of the record and a brief explanation of how each provision applies to the records requested;

b. The name and title or position of the person responsible for the denial of the request (see 352.542); and

c. A statement of the right to appeal and of the appeal procedure within the Postal Service (see 352.55).

.542 The custodian is ordinarily the person responsible for the denial of the request. If the denial of a particular request has been directed by higher authority, however, the name and title or position of the person directing the denial must be given in the reply to the requester in place of the custodian as the person responsible for the denial, and a copy of the denial must be sent to that person.

.55 Appeal Procedure

.551 The requester may appeal to the General Counsel, U.S. Postal Service, Washington, DC 20260, if:

a. A request to inspect or to copy a record is denied, in whole or in part;

b. No determination is made within the period prescribed; or

c. A request for waiver of fees is not granted.

.552 The requester must submit the appeal in writing within 30 days of the date of the denial or of the other action complained of, or within a reasonable time if the appeal is from a failure of the custodian to act. The General Counsel may, in his discretion, consider late appeals.

.553 A letter of appeal should include, as applicable:

a. A copy of the request, of any notification of denial or other action, and of any other related correspondence;

b. A statement of the action, or failure to act, from which the appeal is taken;

c. A statement of the reasons why the requester believes the action or failure to act is erroneous; and

d. A statement of the relief sought.

.554 Even if a request is denied or a custodian's act or failure to act is not appealed, the General Counsel may review the case as though an appeal had been made, if he considers there is doubt as to correctness of the custodian's action or failure to act.

.56 Action on Appeals

.561 The decision of the General Counsel or his designee constitutes the final decision of the Postal Service on the right of the requester to inspect or copy a record. The decision is normally made within 20 working days from the time of the receipt by the General Counsel. The 20-day response period may be extended by the General Counsel or his designee for a period not to exceed an additional 10 working days when reasonably necessary to permit the proper consideration of an appeal, under one or more of the unusual circumstances in 352.524. The total number of additional working days used, however, may not exceed 10.

.562 The decision on the appeal must be in writing. If the decision sustains a denial of a record, in whole or in part, it must state the justification and specify any exemption or exemptions relied on and the manner in which they apply to the record withheld, and must inform the requester of his right to judicial review. An indexed file of decisions on appeals is maintained by the Headquarters Library and is made available to the public.

.563 If not prohibited by or under law, the General Counsel or designee may direct the disclosure of a record even though its disclosure is not required by law or regulation.

352.6 Schedule of Fees

.61 Purpose. Fair and equitable fees are established to permit furnishing records to members of the public while covering the direct costs incurred by the Postal Service.

.62 Record Retrieval

.621 Clerical. The fee for each quarter hour spent by clerical personnel in searching for records other than by computer is $3.35. If no more than one quarter hour of clerical search time is required in connection with a request or a series of related requests, no charge for search time is made.

.622 Professional or Managerial. When a search cannot be performed by clerical personnel and must be performed by professional or managerial personnel, the fee for each quarter hour in searching for records other than by computer is $4.00.

.623 Computer. The fee for retrieving data by computer is the actual cost of retrieval, calculated according to the Information Services Price List in effect at the time the retrieval is performed. The list is established by the Management Information Systems Department, and is periodically revised. See Exhibit 352.623.

.624 Micrographics. Fees for retrieval of information stored within micrographic systems are the same as in 352.621 and .622.

.63 Reproduction

.631 Fee. The fee for reproducing any record or publication, including micrographics, is 10 cents per page. The reproduction fee is in addition to any retrieval fee of the same record authorized by 352.62. See also 352.634.

.632 Offsite Copying. The USPS may at its discretion make coin-operated copy machines available at any location, or otherwise give requesters the opportunity to make copies of USPS records at their own expense. Unless authorized by the Records Officer, however, no offsite copying is permitted of records which, if lost, could not be replaced without inconvenience to the Postal Service.

.633 Copies. The Postal Service normally furnishes only one copy of any record. If duplicate copies are furnished at the request of the requester, the per-page fee is charged for each copy of each page. At his discretion, when it is reasonably necessary because of a lack of adequate copying facilities or other circumstances, the custodian may make the requested record available to the requester for inspection under reasonable conditions and need not furnish a copy.

.634 Special Copying Charges

a. Change of Address. Copy of a change of address notice upon payment of fee in accordance with 352.643.

b. Photocopy of Money Order. Photocopy of a paid money order upon payment of fee in accordance with DMM 941.4.

c. Return Receipt After Mailing. Copy of return receipt requested after mailing for mail which is sent COD, certified, registered, or insured, upon payment of fee in accordance with DMM 932.2 and 932.32.

d. Domestic Delivery Record. Copy of domestic delivery record for an article sent registered, insured, certified, COD or Express Mail, upon payment of the fee for a return receipt after mailing as set forth in DMM 932.2.

e. International Mail Record. Inquiries on international registered or insured mail, upon payment of fee in accordance with *International Mail Manual* (IMM).

f. Sexually Oriented Advertising (SOA). List of those persons who do not desire to receive SOA, upon payment of fee in accordance with DMM 123.54.

.64 Other Costs

.641 Publications. Publications and other printed materials, may, if available in sufficient quantity, be made available at the established price, if any, or at cost to the Postal Service.

.642 Other Charges. When a response to a request requires services or materials other than the common ones listed in 352.62 and .63, the direct cost of such services or materials to the Postal Service may be charged, but only if the requester has been notified of the nature and estimated amount of such cost before it is incurred.

.643 Change of Address Orders. Although change of address information is not required by the *Freedom of Information Act* to be made available to the public, the fee for obtaining this information in accordance with 352.44a is included in this section as a matter of convenience to the public. The fee for searching for and reproducing change of address orders is $1.00 per change of address. The fee is not refundable. See 352.665 and 353.321c.

.644 Search and Photocopying of Records at the National Personnel Records Center. Fees for these services are established by the National Archives and Records Service. The current fees are: Search $8.00/hour (with a minimum of $4.00/half hour) and 20 cents per photocopy. *Note:* These prices are subject to change.

.65 Payment of Fees

Exhibit 352.623

INFORMATION SERVICES PRICE LIST

(As of January 1, 1980)

Whenever an individual requests information which must be retrieved by computer, standard charges will be incurred based upon resources required to furnish this information. Estimates are provided to the requester in advance and are based on the following standard price list.

Description of Services	*PDC Rate*	*Wash. Rate*	*Unit*
A. System Utilization Services:			
Central Processor Unit (CPU)			Hour.
370/158-1	183.20	298.00	
370/158-3	224.10		
370/155	124.60		
Amdahl V-7	953.25		
Multiplexor Channel	24.38	6.00	Hour.
Tape Block Multiplexor	5.53	31.00	Hour.
Disk Usage Channel	151.50	255.00	Hour.
Volume Mounts	.50	.50	Mount.
Minimum Job Charge, Flushed	1.00	1.00	Job.
Minimum Job Charge, Executed	2.00	2.00	Job.
Dedicated System Service, 158-1	714.00	380.00	Hour.
Dedicated System Service, 158-3	750.00		
Dedicated System Service, 155	490.00		
Dedicated System Service, Admahl V-7	3,725.00		
B. System Occupancy Charges:			
Main Core	.05	.10	K/Core-Hour.
Virtual Core	.00	.10	K/Core-Hour.
Tape Occupancy	11.25	15.00	Hour.
Unit Record Device Occupancy, 1288		98.00	Hour.
Unit Record Device Occupancy, 1404	190.40		Hour.
Teleprocessing Occupancy	1.85	3.00	Hour.
C. System Spooling Charges:			
Card Read, Local	1.90	6.27	1,000 Cards.
Card Read, Remote	.20	.60	1,000 Cards.
Lines Printed, Local	.80	1.00	1,000 Lines.
Lines Printed, Remote	.45	.60	1,000 Lines.
Cards Punched, Local	8.88	.60	1,000 Cards.
Cards Punched, Remote	.88	.60	1,000 Cards.
D. Peripheral Charges:			
Keypunching	6.00	5.17	100 Cards.
Keystroking (Key-to-Tape)	24.60		Hour.
Magnetic Tape	11.75	11.75	Reel.
Programming Support	23.00	23.00	Hour.
Systems Analysis Support	28.00	28.00	Hour.
Xeroxing on X1200	4.75	2.25	100 Pages.
Microfilm Processing, Offline	.0224		Frame.
Wilkes-Barre or St. Louis ADPC:			
Master Processing Service	190.71		Hour.
Nucleus Processing Service	13.00		1,000 Transactions.

Exhibit 352.623 Fees for Retrieval by Computer

.651 Liability and Payment. The requester is responsible subject to limitations on liability provided by this section, for the payment of all fees for services resulting from his request, whether or not any of the requested records are made available to him. Payment must be made before any record is made available or any copy is furnished unless payment is waived or deferred as in 352.66. Checks in payment of fees must be made payable to *United States Postal Service.*

.652 Advance Notice. To protect members of the public from unwittingly incurring liability for unexpectedly large fees, a request that is expected to result in fees in excess of $10 will be deemed not to have been received until the requester is notified of the estimated cost and agrees to bear it. The notification must be transmitted as soon as possible after physical receipt of the request, but in any event within 5 working days, giving the best estimate then available. Include a brief explanatory statement of the nature and extent of the services upon which the estimate is based and offer the requester an opportunity in confer with the custodian or representative in an attempt to modify the request so as to meet his needs at lower cost. No notification is required if:

a. The request specifically states that whatever cost is involved is acceptable or is accepatable up to a specified amount that covers estimated costs, or

b. Payment of all fees in excess of $10 has been waived.

.653 Advance Deposits. When it is estimated that the fees chargeable under this section will amount to more than $100, an advance deposit of not less than 50 percent of estimated fees is required, unless the payment of fees in excess of $100 has been waived. The deposit should be made within 5 working days of receipt by the requester of notice of the requirement. The determination of availability of the records sought by the requester shall not be delayed to await this deposit, if such determination will involve search charges of less than $25. In other cases, however, the determination of the availability of the records shall be delayed to await the deposit and the request will not be deemed to have been received until the deposit is received.

.66 Waiver of Fees

.661 Where Records Are Not Disclosed. Ordinarily, fees are not charged if the requested records are not found, or if all of the records located are withheld as exempt. *Exception:* Search fees may be charged if the time spent in searching for the requested record warrants charges in excess of $25 and the requester was so notified. The notification must include: (a) the estimated cost (either as in 352.652 or separately), and (b) a statement that it cannot be determined in advance whether any records will be available and the requester is responsible for search fees in any case. Unless the requester promptly withdraws or modifies the request upon receipt of such notification, he is responsible for search fees over $25, even though no records are made available.

.662 For Certain Services. Fees are not charged when they amount to less than $3 total for a request or series of related requests. This general waiver does not apply to the fee for providing change of address information.

.663 By Custodian. The custodian may waive, in whole or in part, a fee of less than $25 or the requirement for advance payment of such a fee, when he determines (according to guidelines established by the Records Officer) that (a) furnishing the records is primarily for the benefit of the general public, or (b) charging the fee otherwise required would impose an undue hardship or inconvenience on the requester. If the custodian determines that waiver is appropriate but the amount is in excess of his authority to waive, he promptly submits a recommendation for such a waiver to the Officer exercising jurisdiction over his facility, or to the General Counsel. Until the Officer acts on the recommendation, the custodian must require any warranted advance deposit or advance payment to be made, but must inform the requester that waiver is under consideration and may defer any action requiring deposit or payment, if desired by the requester, until waiver has been granted or denied.

.664 By Officer. Any USPS Officer or designee may waive in whole or in part any required fee or requirement for advance payment or deposit of any fee.

.665 For Changes of Address. The fee prescribed by 352.643 is waived for providing change of address information for:

a. Telegraph companies when the U.S. Government is the sender of the telegram.

b. Federal, state, and local public health officials when the persons being sought are infected with or exposed to contagious diseases.

c. Federal, state, and local government agencies, upon certification that the change of address is required for the performance of their duties and all other known sources for obtaining the change of address have been exhausted. This waiver does not apply to fees for services performed in accordance with DMM 122.5.

d. Postage meter manufacturers when they are attempting to locate a missing meter.

.67 Accounting for Fees

Custodians must account for fees paid as follows:

a. Deposit fees received as postal funds. Record the amounts collected by entries to Account Identifier Code (AIC) 198, Freedom of Information Fees, in the accountbook and on the statement of account. Record the manner paid, the amount received, and the number of hours used to compile lists or prepare copies of other records released on the request for this information. Attach written replies to the customer's request stating the number of hours required to prepare information and the amount to be charged in lieu of the above notation. File materials chronologically.

b. Forward fees received for information furnished by PDCs, automatic data processing centers (ADPCs), regional offices, and other non-post office installations, to the disbursing officer at the appropriate PDC for deposit. Specify the proper account number to be used for recording the amounts collected. PDCs, ADPCs and Headquarters offices providing record retrieval as described in 352.623 enter those fees, plus fees covered in 352.621, .622, .63, and .64, in A/C 43388, Freedom of Information Fees.

352.7 Annual Report

A report on the administration of the *Freedom of Information Act* for the preceding calendar year is to be submitted to Congress by March 1 of each year. The Records Officer prescribes the form and content of the report and may vary the time for the submission of reports by individual custodians, to avoid undue duplication or frequency of submissions.

352.8 Reprisal for Release of Information

Although restrictions govern the release of information from the Postal Service, employees who release information contrary to regulations in this section may not be subject to reprisals in certain instances (as referenced in ELM 668.118).

353 Privacy Act

353.1 General

.11 Requirements

.111 This part contains instructions for applying the *Privacy Act of 1974* and the Postal Service regulations that implement it. These regulations are parts 266 and 268 of title 39, CFR, and are printed in appendix B. In the event of a conflict between these instructions and the Act or regulations, the latter govern.

.112 Under the *Privacy Act of 1974,* the Postal Service must:

a. Publish in the *Federal Register* and forward to Congress and the Office of Management and Budget adequate advance notice of any proposal to establish or modify, or alter the uses of any system of records containing information about individuals.

b. Comply with certain requirements regarding the collection, use, disclosure, and safeguarding of information about individuals.

c. Permit an individual to determine what records the Postal Service has filed or cross-indexed under his name; gain access to and have a copy made of the information pertaining to him in those records, amend or correct the records; and determine the use and disclosures made of the records.

.12 Definitions

.121 A System of Records that contains information about individuals means any group of records under the control of the Postal Service, including mailing lists, from which information is retrieved by the name of an individual or by some identifying number or symbol assigned to the individual, such as a social security number.

.122 Individual in this context does not include proprietorships, businesses or corporations, which are not covered by the Privacy Act.

.13 Penalties

.131 Postal Employees. The *Privacy Act* provides criminal penalties in the form of fines of up to $5,000, for any officer or employee of a Federal agency, including the Postal Service, who:

a. Knowing that disclosure of specific material containing information about a person is prohibited, willfully discloses that material in any manner to any person or agency not entitled to receive it.

b. Willfully maintains a system of records containing information about individuals without giving appropriate notice in the *Federal Register.*

.132 False Pretenses. The *Privacy Act* also provides criminal penalties in the form of fines of up to $5,000 for any person who knowingly and willfully requests or obtains any record concerning another individual under false pretenses.

.14 Responsibilities of Records Custodians

Records custodians are responsible for insuring compliance with the *Privacy Act* in respect to records in their custody.

353.2 Collecting and Using Information About Individuals

.21 Approved Systems

Notice concerning the systems of records listed in appendix B has been published in the *Federal Register.* At the present time, these are the only systems of records in which information about individuals may be maintained in the Postal Service. New systems may be established only as provided in 353.24.

.22 Restriction

No information may be collected or maintained describing how individuals exercise rights guaranteed by the First Amendment, unless the Postmaster General determines that such information is relevant and necessary to carry out a statutory purpose of the Postal Service.

.23 Informing the Individual

.231 Written Request. Upon written request, the Postal Service will notify any individual whether a specific system of records named by him contains a record pertaining to him.

.232 Forms and Notices. The Privacy Act requires that, to the greatest extent practicable, information about an individual is to be collected from the individual. It also requires that when an individual is asked to furnish information about himself, the individual must be informed of the following in one of two ways:

a. The form used to collect the information must contain a privacy notice telling the individual: (*1*) what statute or Executive Order authorizes the solicitation of the information; (*2*) whether the disclosure is mandatory; (*3*) the purposes for which the information is intended; (*4*) the routine uses which may be made of it; and (*5*) the effects of not providing the information; or

b. The individual must be given a separate notice with such information, e.g., Notice 70, 70–A, 70–B, 70–C, or 70–D, *Privacy Act Notice.*

.233 Interviews

a. When information about an individual is being collected in an interview, the interviewer should provide the individual with a privacy notice as in 353.232b, if the answer to all of the following questions is *yes*:

(*1*) Is the information that is to be collected *and* maintained likely to (a) be used in making a determination about an individual; or (b) directly affect an individual?

(*2*) If there is a Postal Service form that collects the same kind of information, does that form contain a Privacy Act statement (e.g., Form 2591, *Application for Employment*)?

(*3*) Is this the first time within the last two years that the Postal Service is collecting this kind of information from the individual either through the use of a form or a previous interview?

b. The interviewer should also orally summarize the information in the privacy notice before the interview begins.

.24 New or Changed Systems of Records

.241 Approval

a. Field. Regional organizations or any field organization subordinate to a region that wishes to establish a new system of records containing information about individuals, change an existing system, or introduce new forms to collect personal information from an individual, must first obtain approval from the regional records control officer.

b. Headquarters. Headquarters organizations or any field organization reporting to Headquarters that wishes to establish or change such a system or to introduce new forms into it must first obtain approval from the USPS Records Officer.

c. Limitation. The Postal Service may collect and maintain in its records only such information about an individual as is both necessary and relevant to accomplish a purpose which the Postal Service is required to accomplish by statute or by Executive Order of the President.

d. Lead Time. Allow 75 days to give notice in the *Federal Register* and review comments on new or changed systems.

.242 Changes Requiring Approval. The following types of changes to records containing information about individuals must be published in the *Federal Register* and must be approved before implementation:

a. Changing the types of individuals or the scope of the population on whom the records are maintained.

b. Expanding the types or categories of information maintained.

c. Altering the manner in which the records are organized, indexed, or retrieved so as to change the nature or scope of these records. *Examples*:

(*1*) A change from retrieval by a social security number to retrieval by name.

(*2*) A change from a manual system to an automated system.

d. Altering the purpose for which the information is used.

e. Changing an established disclosure practice.

.243 Consultation. Consult with the regional records control officer or the Records Officer about the procedures for reporting a new or changed system of records containing information about individuals.

.244 Special Consideration for Contract Solicitation. A request for Proposal, Invitation To Bid, or similar solicitation will not be issued before reporting the solicitation to the regional records control officer, if the solicitation is for contract services to design, develop, operate or use a new or existing system of records containing information about individuals.

.25 Abolishing Systems of Records. Whenever a need for maintaining some or all of the records in a system of records no longer exists, the information system executive must inform the Records Officer. The Records Officer will provide advice on abolishing the records system and will delete the system from Appendix B. (Each information system executive is identified under *system manager* in the system description appearing in appendix B.)

353.3 Disclosing Information About Individuals

.31 Accounting Requirements

.311 Exceptions. Custodians must keep an accurate accounting of every disclosure of information from a system of records containing information about an individual (even if the disclosure is made at the individual's request), *except* for:

a. Certain public information (see 353.321).

b. Information disclosed to USPS employees for use in the performance of their duties (see 353.322).

c. Information disclosed to the individual to whom the information pertains (see 353.324).

.312 Media and Content. The accounting of the disclosure may be in the form of a memo to the file (see suggested format in Exhibit 353.312), a copy of correspondence transmitting the disclosed information, a log, or other listing and must indicate:

a. The date of the disclosure, its nature (such as *personnel folder review*) and its purpose (such as *background investigation*).

b. The name and address of the agency or person to whom the disclosure was made.

.313 Filing and Retention. The accounting of the disclosure must be filed, cross-indexed, or otherwise associated with the record that was disclosed, so that a complete accounting of disclosures can be constructed. The accounting must be retained for 5 years or for the life of the record disclosed, whichever is longer.

Record of Disclosure from System of Records in compliance with 5 U.S.C. 552a(c)

Pertaining to: [*Name of individual*] Date:

Information disclosed: [*State, summarize or otherwise identify*]

Source: [*No. and name of system of records, identification of document(s), etc.*]

To: [*Individual, organization if any, and address*]

Purpose:

Authority for disclosure: [*Sec. of Act; # of routine use; identification of written request or consent*]

Exhibit 353.312 Suggested Format for Memo on Disclosure

.32 Rules of Disclosure

.321 Public Information. The following information is available to the public and may be disclosed to any person:

a. Employment Data. The name, job title, grade, salary, duty status, and dates of postal employment of any current or former postal employee.

b. Business Boxholder Data. The recorded name and address of a post office boxholder, when the box is being used for the purpose of doing or soliciting business with the public, and any person applying for a box in behalf of the holder. (No fee is charged for this information.) A postmaster may furnish this information when satisfied (from the entries appearing on Form 1093, or from evidence such as an advertising circular furnished by the requester) that a box is being used for a business purpose. When a postmaster is unable to determine whether a business use is involved, refer the request to the Regional Counsel.

c. Change of Address Notices. The new address of any person who has filed a change of address notice. A fee of $1.00 is charged for each address requested. An accounting must be kept for each disclosure made to a requester except for those made in response to an *Address Correction Request.*

d. Redirected Box Mail. The recorded post office box address of a customer whose mail is redirected to a post office box. A fee of $1.00 will be charged for this information. An accounting must be kept for each disclosure.

e. Permit Holder Data. The name and address of the holder of a particular bulk mail permit, permit imprint or similar permit, or postage meter permit, and the name of any person applying for a permit in behalf of a holder. (*Lists* of permit holders may *not* be furnished to members of the public.) Fees will be charged (see 352.6). An accounting must be kept for each disclosure.

.322 To Postal Employees

a. General. Information pertaining to an individual may be disclosed to any postal employee, or employee of a contractor operating a Postal Service system of records, who needs the information in the performance of postal duties. No accounting of these disclosures is required.

b. To Postal Inspectors for External Disclosure. Law enforcement agencies routinely request postal inspectors to obtain boxholder and change of address information from the post office of record. In such cases, the inspector is acting as a liaison with that agency, and except for information obtained on boxes being used for business purposes (the release of which does not require a disclosure accounting—see 353.321b), must inform the post office official that the information is to be disclosed outside the Postal Service. The inspector will orally furnish the information required for the disclosure accounting to be maintained by the postmaster.

.323 For Governmental and Legal Purposes. Information pertaining to an individual may be disclosed from any pertinent system of records under the following conditions (an accounting must be kept of each disclosure):

a. Law Enforcement. To a Federal, state, or local government agency for a civil or criminal law enforcement activity if: (1) the activity is authorized by law; and (2) the head or other senior official of the agency requests in writing the disclosure of a particular record and specifies the law enforcement activity for which it is sought. (*Note:* The Inspection Service must be consulted before information other than boxholder or address information is released.)

b. *Specific Government Agency Uses.* To various Federal, state, and local agencies when the system of records, as described in appendix B permits the disclosure as one of the system's *routine uses*. If in doubt as to the applicability of a routine use, obtain the advice of Regional Counsel.

c. Census. To the Bureau of the Census for purposes of planning or carrying out a census or survey or related activity.

d. Congress. To either House of Congress, to a Congressional Committee, subcommittee, or joint committee, or to representatives of the Comptroller General or the General Accounting Office. *Note:* All inquiries from an individual member of Congress, not acting on behalf of a committee or subcommittee, requesting records or information pertaining to an individual, other than public information, must be forwarded to the Assistant Postmaster General, Government Relation Department, USPS, Washington, DC 20260.

e. Court Order. In response to a subpoena or other court order. (The Regional Counsel must be notified before the information is released. The Regional Counsel will advise the custodian about the appropriate procedure for giving required notice to the individual to whom the record pertains.)

f. Jury Service. To a court official, such as a judge, court clerk, or jury commissioner, upon written request and at no cost, or a customer's address, if known, and if it is sought in connection with jury service.

g. Process Servers. The name or address of an individual post office boxholder may be furnished to a person empowered by law to serve legal process, upon written certification that the information is required to effect service in a currently pending proceeding.

.324 To the Individual Concerned. An individual may review and have copies of any information pertaining to himself that is contained in a record filed or cross-indexed under his name or other identifier, *except* the following:

a. Confidential Sources. The name or information identifying an individual who has requested and has been expressly promised anonymity in providing information to the Postal Service. This exception applies only to Postal Inspection Service records (which may be disclosed only on the authority of the Chief Postal Inspector); preemployment investigation records; recruiting, examining, training, and placement records; equal employment opportunity discrimination complaint investigations and counseling records; and postmaster selection records. (The information must be excised from a copy of the record before it can be reviewed or copied by the individual.)

b. Civil Actions. Records compiled in reasonable anticipation of a civil action or proceeding, such as a lawsuit or administrative hearing.

c. Law Enforcement. Records of the disclosure of information to law enforcement agencies under 353.323a.

d. Testing Material. Information within records that might compromise testing or examination materials.

e. Registers. Registers for positions to be filled. (Upon written request, an individual may be told whether prospects for appointment are good, fair or unfavorable.)

f. Medical Records. Medical or psychological records, including those received from the Veterans Administration, Public Health Service, or Office of Workers' Compensation, when the medical officer determines that disclosure could have an adverse effect upon the subject individual. Such records may be made available to a physician designated in writing by the individual, in which case a disclosure accounting must be filed.

g. Uncirculated Supervisors' Notes. Information pertaining to individuals in the form of *uncirculated personal notes* kept by USPS employees, supervisors, counselors, investigators, etc., which are not circulated to other persons. *Note:* If they are circulated, they become official records in a system of records and must be shown upon request to the employee to whom they pertain. (Official evaluations, appraisals, estimates of potential, etc., must be made available to the employee to whom they pertain.)

h. National Agency Checks. Results of national agency checks and written inquiry investigations (NACI) conducted by the Office of Personnel Management. Individuals requesting NACI records should be advised to send their requests to the Director, Bureau of Personnel Investigations, Office of Personnel Management, NACI Center, Boyers, PA 16018.

.325 To Third Parties. Information available to individuals about their own records may only be made available to another person, including a spouse, under certain circumstances. An accounting must be kept of each such disclosure. The circumstances are:

a. With Permission. When the third party has a signed statement of permission from the individual to obtain the information.

b. On Invitation. When the individual invites a third party to be present when reviewing his own records, providing the individual submits a written statement authorizing disclosure of information in that person's presence.

c. Compelling Circumstances. Upon a showing of compelling circumstances affecting the health or safety of an individual, if notification of such disclosure is transmitted to the last known address of the person to whom the record pertains.

d. *Routine Use.* To persons and organizations when the system of records, as described in Appendix B, permits the disclosure to that person or organization as one of the system's routine uses. (If in doubt as to applicability of a routine use, obtain the advice of Regional Counsel.

e. Freedom of Information Act Requests. When disclosure of the requested record is required by the *Freedom of Information Act.* (See 352.4, especially .42–.47. If in doubt as to effect of the Act, obtain the advice of Regional Counsel.)

.326 To Collective Bargaining Agents. Information about individual employees is released to certified collective bargaining agents, consistent with appropriate provisions of applicable collective bargaining agreements and other statutory obligations, when permitted as a routine use of the system of records. If in doubt as to the obligation or the permissibility of a disclosure, obtain the advice of Regional Labor Counsel.

.327 For Credit and Job References

a. Credit References. Credit bureaus, banks, federal credit unions, and other commercial firms from which an employee is seeking credit may be given public information about the grade, salary, duty status, employment dates, and job titles of a present or former employee, with no accounting of the disclosure. However, if a firm requests additional information, it should submit a release form signed by the individual and an accounting of the disclosure must be kept.

b. Job References. Prospective employers may be furnished public information listed in 353.327a. In addition, the date and reason for separation of a former employee as shown on Form 50, *Notification of Personnel Action,* may be given if the identity of the requester is verified. A record of the disclosure must be maintained. If additional information is desired, the requester should submit a release form signed by the employee and an accounting of the disclosure must be kept.

.328 For Statistical Purposes. Information pertaining to an individual may be disclosed to a requester who has given the Postal Service written assurance that the information will be used solely for statistical research or reporting purposes. Information disclosed under this provision must be transferred in a form that is not individually identifiable. An accounting must be kept of each disclosure.

.33 Restrictions on Disclosing List of Names or Addresses

Mailing lists or other lists of names or addresses, past or present, of postal customers, and other persons, are not generally made available to the public. Regional Counsel must approve the release of name or address lists (this does not include actions involved in providing mailing list services under DMM 116 or postal employee listings under 352.415). No accounting is required.

.34 Photocopying or Filming Covers of Mail

To ensure that customers' privacy, Federal law, and postal regulations are not violated, photocopying or filming the covers of live mail for postal operations purposes and disclosure of such copies or film are prohibited, except as follows:

a. The cover of a piece of mail submitted by a customer as an example of a service complaint may be copied if needed to resolve or keep a record of the complaint.

b. In lieu of completing 3546, *Notice to Change Forwarding Order*, the cover of a piece of mail may be copied *only if* the copy will show *only* the addressee's old and new addresses. The sender's name and address, the postmark, and other information from the cover must not be copied or recorded.

c. In lieu of completing 3547, *Address Correction Requested*, in reply to a mailer's request for address correction on First-, third-, or fourth-class mail, a cover of a piece of mail may be copied after an address correction label has been affixed to the cover, and the copy may be sent to the mailer.

d. A cover of a piece of mail may be copied under the OCR Readability Assessment program for the purpose of notifying mailers of addressing inaccuracies, if the copy is retained in accordance with Section VII of the Quality Control Officer Assessment Procedures and Guidelines.

e. A cover of a piece of mail may be copied but not divulged outside the Postal Service, by a postal employee acting in accordance with specific written instructions issued by the USPS Records Officer for the sole purpose and with the sole practical effect of facilitating internal postal operations. Such instructions will provide for the destruction of the copy after a specified retention period.

353.4 Processing Requests

.41 General

.411 Information to Identify and Locate Record

a. Inquiries for notification as to whether the Postal Service has a record about a particular individual, and requests for the disclosure or amendment of a record, or for an accounting of disclosures made from a record, should be in writing and be directed to the custodian, if known, or to the USPS Records Officer. Any inquiry or request concerning a specific system of records should follow the *Notification procedure* for that system as listed in appendix B. If this information is not known, the inquiry or request should:

(*1*) Specify the system of records by name or number, as shown in appendix B, or otherwise reasonably identify the system of records involved, and,

(*2*) Provide sufficient information to clearly identify the individual and identify and locate the record.

b. If insufficient information is supplied to clearly identify and locate the record, the requester should be advised of the kind of information that is needed.

.412 Right to Know. Before a custodian discloses any information about an individual's record, including whether a record exists, the requester's identity and right to have the information must first be established (353.3 and .421–.423).

.413 Fees. No fee is charged to an individual for searching for or reviewing a record pertaining to himself. A fee of 10 cents a page may be charged for copying a record, but fees totaling less than a dollar must be waived. Copying fees collected as a result of *Privacy Act* requests are deposited in Account Identifier Code (AIC) 127.

.414 Availability. Requests to review or copy a record must be made to the installation where the record is kept, except for retired Official Personnel Records (see 353.424a). Records are normally made available for inspection and copying during regular business hours at the installation where the record is to be reviewed. The custodian may, however, designate other reasonable locations and times for inspection and copying of some or all of the records in his custody. Employees who wish to review or copy any of their own records must do so on their own time, except as provided for under current collective bargaining agreements.

.415 Validating Records and Noting Disputes. Before disclosing a record, make reasonable efforts to assure that it is as accurate, relevant, timely, and complete as would reasonably be necessary to assure fairness in any determination that might be made on the basis of the record. It may, for example, be appropriate to advise recipients that the information was accurate as of a certain date. Clearly note any part of the record which is disputed (353.433b(3)) and provide copies of the statement disputing the record.

.42 Requests for Information or Access

.421 By Telephone. Requests for information available to the public about an individual under 353.321a and b, or for credit or job reference information which may be given without a release statement (353.327) may be accepted and answered by telephone. Other requests for information about individuals must be made in person or in writing.

.422 In Person

a. Qualification. Before any information about an individual other than information listed in 353.421 may be released to a requester who applies in person, the custodian must:

- (*1*) Establish the requester's identity by means of official credentials, driver's license, medicare card, or similar identification;
- (*2*) Establish that the request meets the criteria in 353.32.

b. Control. The custodian may permit the requester to copy the record manually or with a copying machine, but must retain control over the official record.

c. Signature. In cases where a disclosure accounting must be kept the requester must sign a statement that he has reviewed the specific record or records.

.423 By Mail

a. Signature and Letterhead. An individual who applies in writing for information about himself or about some other individual must send a signed request to the appropriate postal installation. An organization that wishes such information should request it on letterhead stationery, if available.

b. Response. As soon as any required fees or statements of release are received, the custodian may send the requested information or copies of records to the requester. A copy of the transmittal may be used as an accounting of the disclosure. Copies of requested records must be sent by certified mail, return receipt requested.

c. Forwarding. If a request is received that should have been sent to some other location, the request must be forwarded to the appropriate location, with a copy of the transmittal to the requester.

.424 Review of Nonlocal Records

a. OPFs. A request may be made at any postal installation to review an Offical Personnel Folder which has been retired to the National Personnel Records Center. The requester should specify the installation at which review is desired. The request must be immediately forwarded to that installation for processing, if other than the installation initially receiving the request. If the request meets the criteria in 353.32, the installation where review is to take place sends an SF 127, *Request for Official Personnel Folder,* to the National Personnel Records Center, St. Louis, MO 63118. Upon receiving the folder, the installation notifies the requester that it is available for review. After the review, the installation retains the folder for 30 days and then, if there is no further need for its retention, returns it by registered mail to the National Personnel Records Center.

b. Other Records. A requester who wishes to review a record which is not available locally must send the request directly to the custodian of the records, with full particulars, and state at which postal installation the requester wishes to review the record. If the request meets the criteria in 353.32, the custodian duplicates the requested record and sends the copies in a sealed envelope with covering instructions to the selected postal installation. The installation:

- (*1*) Notifies the requester when the envelope is available for review;
- (*2*) Opens the envelope in the requester's presence after establishing the reviewer's identity; and
- (*3*) After the review, destroys the copies or provides the copies to the requester after payment of the required fees, and sends an accounting of the disclosure to the custodian.

.425 Freedom of Information Act Requests. If a request made under the Freedom of Information Act includes a request for information about an individual, the custodian must follow all of the rules on accounting and disclosure in 353.3. If information requested under the Freedom of Information Act is denied, the denial letter must state the requester's right to appeal to the USPS General Counsel.

.426 Questionable Requests. If custodians question the correctness of releasing requested information or the procedure to be followed, they should contact the regional records control officer or the USPS Records Officer at Headquarters before releasing the information.

.427 Responding to Requests. Custodians will acknowledge *Privacy Act* requests within 10 days (excluding Saturdays, Sundays, and legal public holidays). When the record requested has been identified and will be disclosed, the custodian should notify the requester when and where the record will be available for inspection and copying. If the record requested is not immediately available, the custodian should tell the requester when it will be. If no record can be found or if the record has been destroyed, the custodian should so advise the requester.

.428 Denial of a Request

a. Consulation with Counsel. Except as provided in 353.324 and 353.412, individuals may not be denied permission to review a record pertaining to themselves. The custodian must consult with Regional Counsel before notifying the requester that his request has been denied.

b. Written Explanation. A denial of a written request for notification as to whether the Postal Service has a record pertaining to an individual, or for the review or copying of a record, must be in writing. Also, the denial must be signed by the custodian or his designee, must state the reasons for the denial, and advise the requester of appeal rights.

c. Advice of Appeal Rights. When denying a written request, advise that the requester has the right to submit an appeal to the General Counsel at Headquarters.

d. Records Officer Notification. The custodian must send a copy of the denial to the USPS Records Officer.

.43 Requests to Amend a Record

.431 General. An individual may request the correction or amendment of a Postal Service record pertaining to himself. The individual must make the request in writing to the installation responsible for the record, clearly identify himself and the record, state the change desired (such as the wording or data to be added, changed or deleted), and state the reasons for the change, which normally will relate to such characteristics as relevance, accuracy, timeliness, or completeness.

.432 Oral Requests. If the change requested is unlikely to be disputed (for example, correcting a misspelling, misprint, mistake in computation, or other obvious error), the individual may make the request orally and the custodian may have the record changed without formally notifying the requester that the change has been made. However, if the request may result in a dispute, the custodian should require that the request be made in writing.

.433 Written Requests

a. Acknowledgement. Within 10 days (excluding Saturdays, Sundays, and legal public holidays) of any written request to change or amend a record, the custodian of the record must acknowledge the request in writing and ask for any additional information necessary for action on the request.

b. Action. Within 30 days, (excluding Saturdays, Sundays, and legal public holidays) the custodian must do the following:

(1) Inquiry. Make such inquiry as is necessary to determine whether the change is appropriate.

(2) Amendment. Correct or eliminate any information found incomplete, inaccurate, irrelevant to the purpose of the system of records, or not timely.

(3) Notification. Advise the requester of the change, supplying a courtesy copy of the revised record where practicable, and send a revised record to any person or agency to which the accounted disclosure of the record has been made; or

(4) Denial and Advice of Appeal Rights. Advise the requester in writing (with a copy to the USPS Records Officer) if any requested changes are refused in whole or in part, give the reasons, and advise that the requester may appeal or submit a statement of disagreement to be filed with the disputed record.

c. Appeal Procedures. The requester who wishes to file an appeal should do so in writing within 30 days (excluding Saturdays, Sundays, and legal public holidays) with the General Counsel, U.S. Postal Service, Washington, DC 20260, giving full particulars. The letter of appeal should include: (1) reasonable identification of the record access to which or amendment of which was sought; (2) a statement of the action which is appealed and of the relief sought; (3) a copy of the request, of notification of denial, and of any other related correspondence. The General Counsel must give a final decision within 30 days (excluding Saturdays, Sundays, and legal public holidays).

.44 Request for Accounting of Disclosures

.441 Application. An individual may request that the Postal Service notify him of any disclosure of a personal record from a specific system of records to any person, organization, or agency outside of the Postal Service. Such a request must be made to the facility where the record is located and must clearly identify the requester and the system of records. (353.41).

.442 Response. The custodian should notify the requester within 30 days (excluding Saturdays, Sundays, and legal public holidays) whether a disclosure record exists. If such a record does exist, the custodian must give the requester the disclosure information except as provided in 353.324c.

353.5 Safeguarding Information About Individuals

.51 Safeguards

Records containing information about individuals must be safeguarded and disposed of as indicated in 351.4 and 351.7 and under the appropriate systems descriptions in Exhibit 353.21.

.52 Training

See 351.42.

354 Micrographics

354.1 Policy

Micrographics may be used for the following purposes, whenever the applications are supported by sufficient documentation to prove cost effectiveness and provide maximum compatibility with other micrographic applications, systems, and equipment:

a. Preservation of deteriorating records.
b. Production of archival or intermediate records.
c. Duplication of information for dissemination to other locations.
d. Increased efficiency in searching records.
e. Greater security for sensitive records.
f. Reduction of paper record holdings or use of space.

354.2 Definitions

.21 Micrographics. The use of any optical system or technology to minaturize documents or information on film or video tape.

.22 Microform. Any medium containing images reduced in size or compressed so as to require the use of display or reproduction equipment in order for them to be read by the unaided eye.

354.3 Requirements

.31 Legal

Federal statutes provide for the legality and admissibility of microforms which accurately reproduce or form a durable medium for reproducing the original record (28 U.S.C. 1732). To comply with requirements of these statutes, microform records must be produced in the regular course of business and be capable of being satisfactorily identified and certified. *Note:*

a. Retention of original documents may sometimes be necessary to resolve questions of authenticity of the documents.

b. If authenticity of documents having legal significance could be subject to question, obtain the advice of Regional Counsel (or for Headquarters offices, the Assistant General Counsel, Legal Affairs Office) before disposal of the original.

.32 Archival

Only original silver halide microfilm is of sufficient archival quality (a) to be substituted for documents requiring permanent retention or (b) to produce microforms of permanent retention value.

.33 Disposition

Microforms are subject to all regulations pertaining to retention, release, privacy, and security of Postal Service information and records.

355 (Reserved)

356 (Reserved)

357 (Reserved)

358 (Reserved)

359 Correspondence Management

359.1 General

.11 Policy. It is USPS policy to establish standards and procedures for the management and preparation of its correspondence.

.12 Scope. Correspondence is an essential part of the successful operation of the Postal Service. The quality and timeliness of correspondence are visible indications of service and therefore directly impact public image.

.13 Responsibilities. The USPS Records Officer has overall responsibility for correspondence management, as an integral part of the USPS records program. All USPS personnel whose duties involve the preparation or handling of correspondence are responsible for complying with this part and with the standards and procedures described in Handbook A-2 *Correspondence Management.*

359.2 Stationery

.21 Paper Size. The USPS uses a standard paper size of 8½ x 11 inches for stationery and related correspondence material.

.22 Letterhead

.221 Types. The USPS uses two types of letterhead stationery—formal and memorandum. See 140 of Handbook A-2 or Chapter 2 of Publication 24, *Supply Catalog*, for more details.

.222 Descriptions

a. General. Formal letterhead carries the USPS emblem and is printed in blue ink. Memorandum letterhead does not carry the USPS emblem, is printed in black ink, and includes the captions: *DATE, OUR REF., SUBJECT,* and *TO.*

b. Preprinted Return Address

(*1*) *Formal.* See authorized listing in Exhibit 142.1 of Handbook A-2. It is not planned to deviate from this list, which was developed based on a Postal Service-wide review.

(*2*) *Memorandum.* See 143.22c of Handbook A-2 for authorizations and limitations. Send requests for special preprinted return addresses to the USPS Records Officer, Finance Group, Washington, DC 20260.

.23 Use Criteria

.231 Formal. Used for letters to addressees outside the USPS. *Exception*: The Postmaster General, the Deputy Postmaster General, and other members of the Executive Committee may use formal letterhead for inhouse correspondence.

.232 Memorandum. Used for day-to-day intra-Postal Service correspondence.

.24 Envelopes

.241 Size Standards

a. A mail piece must be at least 3-½ inches high, 5 inches long, .007 inch thick, and rectangular in shape to be mailable.

b. Avoid unnecessary use of envelopes larger than 6-⅛ inches high x 11-½ inches long for mailing correspondence.

.242 Types. See 230 of Handbook A-2 and Publication 24 for more details.

.25 Official File Copy (Yellow)

In order to facilitate reference to and retrievals of file materials in audit and records disposition matters, it is necessary to establish uniformity in the color used for official file purposes. The Postal Service uses yellow tissue as the official file copy.

359.3 Organization Correspondence Codes

.31 Requirement. Headquarters, Headquarters administrative supporting facilities, regions, districts, PSOs, FREBOs and TMOs use assigned Organization Correspondence Codes (OCCs), and the originator's first initial and last name on all correspondence in order to identify its source. This information is placed on the *OUR REF:* line on memorandum letterhead stationery, and on the official yellow file copy of formal letters.

.32 Scope. Each organizational entity down to branch level in the locations listed in 359.31 has a unique correspondence code. The code indicates not only the organization's level but also its placement in the organizational hierarchy.

.33 Reference. Implementing instructions for the use of USPS Organization Correspondence Codes are published in Handbook A-2.

.34 Responsibilities

.341 Policy. The USPS Records Officer has overall responsibility for the OCC system. Proposed modifications to, or deviations from, the *basic design* of OCCs must be submitted to the USPS Records Officer, Washington, DC 20260, for approval prior to implementation.

.342 Administration. The Office of Headquarters Services (OHS), Administration Group, is responsible for the administration and maintenance of OCCs, including Headquarters publication. Requests for assignment of a new OCC should be sent to OHS.

.35 Publication

.351 By Headquarters. OCCs are published in the Headquarters telephone directory. They are displayed in the first column on the left of the classified section. All additions, deletions or changes, that are in compliance with the basic design of OCCs, must be submitted to OHS for publication.

.352 By Regional Offices. To provide consistency throughout the Postal Service, Regional offices must adapt their telephone directories to the OCC system.

.36 Organizational Changes. OCCs assigned to units that are abolished or moved to another organization will not be reused for at least two years. For reference purposes, old telephone directories will be kept on file in the Headquarters Library and in OHS.

359.4 Controls

.41 Requirements. All correspondence that requires action must be controlled (see 359.42) at the following levels:

a. Headquarters group and department level, and

b. Regional postmasters general and regional directors (department) level. *Note:* Exceptions to this requirement are limited to the Headquarters Government Relations Department, and to the internal systems of the Office of the Consumer Advocate.

.42 Forms. Form 132, *Correspondence Control System*, or Form 1806, *Communication Log*, are used to control action correspondence. These forms are available from area supply centers and Headquarters supply unit. See 130 of Handbook A-2 for details concerning their use.

359.5 Preparation

.51 Timeliness. All correspondence must be responded to within 10 working days from the date of receipt by the responding office. By law, Freedom of Information Act and Privacy Act requests must be responded to within this time period.

.52 Style. Two styles are used in typing correspondence: full block for memorandums, and full or modified block for formal letters. See 211.3 of Handbook A-2.

.53 Reference. Chapter 2 of Handbook A-2 contains standard procedures and detailed guidelines for preparing and assembling correspondence for signature.

359.6 Authority to Sign

.61 Letters going outside the Postal Service are signed (a) by managers having official responsibility for the subject matter, or for dealing with the originating source of the inquiry; or (b) by a staff member to whom the manager has delegated the responsibility.

.62 The following restrictions apply:

a. No one may sign the name of another person.

b. Signing "for" an authorized manager is limited to *one* organizational level below the authorized level.

Note: These restrictions do not apply to certain designated Postal Inspection Service correspondence for which written delegation authority exists for a lower level official to sign the manager's name.

359.7 Mailing Correspondence

Reference 233 of Handbook A-2 for detailed instructions.

359.8 Records

See 115 of Handbook A-2. See also part 351 in this subchapter.

Records Control Schedule

Description: Each record series listed is meant to include the related papers and forms filed with it. The specific papers and forms mentioned in the descriptions are illustrative, but not all inclusive. Privacy Act systems of records are indicated by: USPS and a numerical designation (xxx.xxx) enclosed in parentheses, following the series description. Privacy Act systems of records are included as appendix B.

Disposal: Disposition procedures are described in 351.6 and 351.7.

Cut-off: The cut-off is the date, period of time (e.g., weekly, A/P, etc.) or event after which a file should be closed to facilitate the orderly transfer to storage and ultimate disposal of a series of records. If no cut-off is specifically indicated, the series is cut off annually at December 31. (NA = Not applicable.)

1. GENERAL

Item No.	*Series/Description*	*Cut-Off*	*Disposal*
1-1	**Chronological, Reading or Circulating Files:** Copies of communications arranged by date and maintained for review by staff members.		1 year.
1-2	**Working Files:** Preliminary or rough drafts, notes and other material used in the development of a final product.		When obsolete or no longer needed.
1-3	**Shorthand, Stenographic and Word Processing Materials:** Notes, notebooks, tapes, magcards and cassettes.	NA	After transcription or when no longer needed.
1-4	**Reference Files:** Copies of documents and publications maintained for reference purposes. (May be kept in file cabinets, drawers, bookcases, etc.)	NA	When obsolete, superseded, or no longer needed.
1-5	**Duplicating Materials:** Stencils, photographic plates, paper mats, hectographic and Ozalid masters.	NA	When no longer needed.
1-6	**Correspondence Files:** Files accumulated in the performance of office housekeeping and not related to specific programs, projects, or investigations.		1 year.

2. DOMESTIC MAIL

Item No.	*Series/Description*	*Cut-Off*	*Disposal*
2-1	**Consumer Service Card:** Form 4314, 4314-A. (USPS 070.040)	Monthly.	1 year.
2-2	**Publisher's Annual Statement of Ownership, Management and Circulation:** Form 3526.		5 years.
2-3	**Marked Copies of Publications Admitted as Second-Class Mail Matter:** Copy of each edition filed by publisher with Postmaster at office of entry.		6 months. In case of adjustments, claims or questions of second class mail privileges, retain until matter is resolved to the satisfaction of the Postal Service.
2-4	**Postal Meter Records:** Applications and Permits. Form 3601. (USPS 140.020)	Expiration.	1 year.
2-5	**Delivery of Mail Through Agents:** Form 1583. (USPS 010.050)	NA	1 year from termination of contract.

Exhibit 351.31 Records Controls Schedule (p.1)

2. DOMESTIC MAIL—Continued

Item No.	*Series/Description*	*Cut-Off*	*Disposal*
2-6	**Customer Change of Address Orders:** Form 3575. (USPS 010.010)	Monthly.	1 year.
2-7	**Dispatch and Delivery Receipts:** Forms 3806, 3877, 3830, 3854, 3849-A and 3849-B, 3883..	Monthly.	2 years.
2-8	**Passport Application Transmittal:** Form 5659. (USPS 090.020)	Fiscal Quarter.	3 months.
2-9	**Summary of Passport Applications Accepted:** Form 5660..	Monthly.	3 months.
2-10	**Food Stamp Case Files:** Consists of invoices, inventories, copies of audits and investigations, monthly activities reports, requisitions and related records (PNS 260)..		3 years.
2-11	**Authorization to Participate (ATP) Cards:** Authorization to receive an allocation of food coupons..	NA	Return to appropriate state agency weekly.
2-12	**Express Mail Service (EMS) Customer Requirements:** Preliminary worksheet. Form 5626..	NA	90 days or when agreement is reached, whichever is sooner.
2-13	**EMS Sales Agreement and Contract Case Files:** Includes copy of Agreement (Forms 5637, 5631), Price Schedule (Notice 62), Terms and Conditions (Notice 63)..	End of year cancellation or termination.	4 months.
2-14	**EMS Pickup and Delivery Logs:** Forms 5633, 5634, 5636..	Weekly.	4 months.
2-15	**EMS Receipts:** Label 43, Forms 5625, 5625-A and 5625-B..		
	A. Originals	FY	3 years.
	B. All Others	A/P	4 months.
2-16	**EMS Accounting Period Sales Reports:** Forms 5687, 5689..	FY	3 years.
2-17	**EMS Labels 11A, 11B and 11C:** Used for compiling revenues.	A/P	4 months.
2-18	**EMS Weekly Service Performance:** Form 5662	Weekly.	60 days.
2-19	**COD Tags:** Form 3816		
	A. Mailing Office Copy		2 years.
	B. Carrier's Personal Copy		3 months.
	C. Money Order Copy	Quarterly.	2 years.
2-20	**Insured and Registered Domestic Mail Inquiry Records and Applications for Indemnity:** (USPS 160.010)		
	A. Post office copies.		2 years.
	B. PDC copies.		4 years.

Exhibit 351.31 Records Controls Schedule (p. 2)

2. DOMESTIC MAIL—Continued

Item No.	*Series/Description*	*Cut-Off*	*Disposal*
2–21	**Boxholder Records:** Rental applications and control cards showing payments. (USPS 010.020)	Termination of rental or box closing.	2 years.
2–22	**Carrier Drive-out Agreements:** Agreements between the local postmaster and carriers who use privately owned vehicles to transport the mails. (USPS 010.030)	Termination or change of agreement.	1 year.
2–23	**City Carrier Route Records:** Consists of inspection reports, carrier and examiner's comments on route adjustments; used to evaluate mail delivery and collection operations. (USPS 010.040)		
	A. Annual Reports		2 years.
	B. Less than annual reports		5 years.

3. INTERNATIONAL MAIL

Item No.	*Series/Description*	*Cut-Off*	*Disposal*
3–1	**International Express Mail Manifest:** Form 5674..		
	A. Suspense Copy	NA	Upon receipt of signed copy from Destinating Country.
	B. Signed Copy	Monthly.	4 months.
3–2	**International Express Mail Exchange Office Report:** Form 5688.	FY	1 year.
3–3	**Incoming International Delivery Receipts:** Label 43..	Monthly.	4 months.
3–4	**Parcel Bill Receipt and Dispatch Records:** Forms 2962, 2963, 2964, 2975..		2 years.
3–5	**International Dispatch and Receipt Records:** Shipping and dispatch records such as parcel bills, letter bills, way bills, that document quantity and kinds of mail shipped or received..		3 years.
3–6	**International Inquiry and Claims Records:** (International Forms C–8, C–9 and PS Forms 541 and 542) (USPS 160.020).		3 years.

Exhibit 351.31 Records Controls Schedule (p. 3)

4. POSTAL OPERATIONS

Item No.	*Series/Description*	*Cut-Off*	*Disposal*
4–1	**Vehicle Operators Records:** Forms 4582, 4582A, SF 46 and 47. (USPS 120.210)	At separation or transfer.	3 years (unless requested by new installation or agency).
4–2	**Vehicle Maintenance Files:** Forms 4543 and 4620.		1 year after disposal of the vehicle.
4–3	**Accountable Property Records:** Used for controlling issuance of accountable USPS property such as equipment, credentials, and documents. (USPS 110.010)		Returned to individual when no longer accountable.
4–4	**Contract Employee Assignment Records:** Used to ascertain contract employees having an assignment requiring access to mail or postal facilities. (USPS 120.030)	Expiration of contract.	1 year.
4–5	**Contractor Employee Fingerprint Records:** Department of Justice fingerprint card (FD 258).	Termination of employment or contract.	1 year

5. FINANCIAL MANAGEMENT

Item No.	*Series/Description*	*Cut-Off*	*Disposal*
5–1	**Postage and Accountable Paper Regulations and Daily Financial Reports:** Forms 17 and 1412.		
	A. Window Clerk Copies		Upon completion of next audit of accountability.
	B. Station and Account Book Unit Copy	FY.	2 years.
5–2	**Money Order Tapes:** Adding machine tapes created in the course of money order sales showing value, tour, clerk and consolidated totals.	Quarterly.	2 years.
5–3	**Account Book and Daily Financial Statements:** Forms 1557 and 1558.		10 years.
5–4	**Supporting Papers to Postmasters Account:** Copies of statements of account, vouchers, schedules and other pertinent papers.	A/P.	4 years.
5–5	**Government Bills of Lading (GBL):** Accountable documents used for shipping Postal Service property—except mail bags—and related papers (SF 1103).		
	A. Issuing Office Memorandum Copy (SF 1103a)		4 years.
	B. All Other Copies		1 year.
	C. GBLs for Mail Bag Movement		5 years.
5–6	**Post Office Financial Reports (PSSR):** Used to monitor post office management practices.		3 years.
5–7	**Claims for Loss and/or Damage in Transit:** Form 7343.		3 years.

5. FINANCIAL MANAGEMENT—Continued

Item No.	*Series/Description*	*Cut-Off*	*Disposal*
5–8	**Local Payroll Records:** Forms 1230–A, B, C, 1221, 1224, 1234, 2240, 3189, 3973 and 3976. (USPS 050.020)	Each PP.	3 years.
5–9	**Employee Claims for Personal Property Loss:** Form 2146. (USPS 200.020)		5 years.

6. EMPLOYEE AND LABOR RELATIONS

Item No.	*Series/Description*	*Cut-Off*	*Disposal*
6–1	**Savings Bond Drive Files:** Applications, correspondence regarding participation, quotas, distribution and publicity. (USPS 090.030)		2 years.
6–2	**Combined Federal Campaign Files:** Lists of quotas, record copy of keyman's report.		4 years.
6–3	**Official Personnel Folders (OPF):** Official Personnel Folders documenting the employment history of the individual. (USPS 120.070)		Transfer to new employing agency or to National Personnel Records Center (CPR), St. Louis, MO, 90 days after separation or when all missing documents have been incorporated.
6–4	**Garnishment Files:** Files resulting from court ordered commercial wage garnishments or alimony and child support garnishments. (USPS 120.240)		3 years, destroy.
6–5	**Personnel Investigative Material:** Copies of investigative materials and reports received from the Office of Personnel Management (OPM). (USPS 120.110)		Destroy when files have served their purpose.
6–6	**Service Record Cards:** SF 7. (USPS 120.070)		3 years.
6–7	**Temporary Individual Employee Records:** All copies of correspondence and forms maintained on the left side of the OPF. (USPS 120.070)		1 year or upon separation or transfer of employee, whichever is sooner.
6–8	**Applications for Employment:** Form 2591. (USPS 120.151)	NA.	2 years from date of entry on Register.
6–9	**Employment Register Cards:** Form 2477. (USPS 120.151)		10 years.
6–10	**Pre-employment Investigative Files:** Character references, local police records, drug history records and other investigative reports such as National Agency Check and Inquiry (NACI), used to determine suitability, exclusive of records filed in the OPF. (USPS 120.110)		2 years.
6–11	**Employee Bidding Records:** Form 1717. (USPS 120.040)	Vacancy is filled.	6 months.
6–12	**PAR Coordinator/Specialist Applications and Interviews:** Resumes, application and interviews. (USPS 120.140)	NA.	1 year.
6–13	**PAR Fiscal Year Report:** Prepared by Headquarters and distributed to the field. (USPS 120.140)	FY.	1 year.
6–14	**PAR Case Card:** Form 2545. (USPS 120.140)		
	A. Case cards for program participants		6 years (do not transfer to FRC).
	B. Other Cards		1 year.

6. EMPLOYEE AND LABOR RELATIONS—Continued

Item No.	*Series/Description*	*Cut-Off*	*Disposal*
6-15	**PAR Correspondence and Reports:** General program correspondence and reports to include Forms 2546 and 2547.		3 years.
6-16	**PAR Historical Case Record Cards:** Case record information contained on 3x5 cards. (USPS 120.140)		6 years (do not transfer to FRC).
6-17	**PAR Case Number Assignment Sheet:** Master assignment sheet. (USPS 120.140)		6 years (do not transfer to FRC).
6-18	**PAR Case Files:** (USPS 120.140)		
	A. Deceased Persons	NA.	Destroy immediately.
	B. Persons Successfully Completing the program.		3 years.
	C. Persons dropped from the program for reasons of termination of employment, retirement or transfer.		1 year.
6-19	**Uniform Allowance Payment Case Files:** Invoices, bills, correspondence and related papers maintained along with unpaid Forms 1498. (USPS 050.040)		4 years.
6-20	**Case Examination Records (commonly known as Scheme Examination Records):** Form 3990. (USPS 120.151)		1 year.
6-21	**Postal Employee Development Center (PEDC) Records:** Attendance records, examinations and progress charts. (USPS 120.152)		3 years.
6-22	**Safety Inspection Reports:** Reports of inspectors of the USPS safety program. Reports may be by OSHA, GAO, USPS Inspection Service and the safety staff.	2 years.	4 years.
6-23	**Accident Reports:** Form 1769. (USPS 120.035)		2 years.
6-24	**Drug Abuse Program Records:** (USPS 120.140)		3 years.
6-25	**OWCP Files:** Exclusive of copies filed in OPFs. CA Forms 1, 2, 2a, 3, 4, 5, 5b, 6, 7, 8, and 16. (USPS 120.098)		5 years after employee leaves the Postal Service.
6-26	**Blood Donor Records:**		
	A. Program Records: Correspondence, announcements, lists and reports.		3 years.
	B. Blood Donor Record Cards: Form 1697. (USPS 120.020)		5 years.
6-27	**Health Unit Daily Record:** Form 1752.		2 years, destroy.
6-28	**Health Unit Summary of Employee Health Service:** Form 1754.		2 years.
6-29	**Authorization for Medical Attention:** Form 3956. (USPS 120.090)		2 years.
6-30	**Individual Employee Health Record Case File:** Forms correspondence, diagnoses, statements by doctors, and other information relating to an employee's medical history. Form 1997. (USPS 120.090)		6 years.
6-31	**Suggestion Awards Case Files:** Form 1269. (USPS 120.050)		2 years.
6-32	**EEO Informal Complaint Files:** EEO counselors files of informal employee discrimination complaints. (USPS 030.010)		3 months after final adjustment at the counselor level or a formal report to EEO officer.

Exhibit 351.31 Records Control Schedule (p.6)

6. EMPLOYEE AND LABOR RELATIONS—Continued

Item No.	*Series/Description*	*Cut-Off*	*Disposal*
6–33	**Official Discrimination Complaint Case Files:** Complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings, meetings. (USPS 030.010)		4 years.
6–34	**EEO Counselor and Special Selection Case Files:** Forms 2591, 2497, 991, 2577, 442, and 1814. (USPS 030.020)		3 years.
6–35	**Merit Performance Records:** Forms 2451A, 2451B, and 2456. (USPS 120.070)		2 years.
6–38	**Performance Awards System Records:** Recommendations, nominations, evidence of payments. (USPS 120.010)		4 years.
6–39	**Individual Performance Evaluation/Measurement:** Provide decision making information for managers and supervisors for determining training needs, promotions, assignment considerations, and other employee/job related actions. (USPS 120.153)		When no longer useful.
6–40	**Supervisors Personnel Records:** Consists of copies, excerpts or summaries of other personnel record systems to include disciplinary records. (USPS 120.190)	Separation or transfer.	Within 30 days.

7. ADMINISTRATIVE SUPPORT

Item No.	*Series/Description*	*Cut-Off*	*Disposal*
7–1	**Records Disposition Files:** SF 135; Form 773.		1 year.
7–2	**Pandering Act Files (Prohibitory Orders):** Forms 2150 and 2152. (USPS 060.020)		5 years or 5 years from end of last application for enforcement, whichever is sooner.
7–3	**Privacy/FOIA General Administrative Files:** Includes notices, memorandums, internal reports and related correspondence pertaining to implementation.		3 years.
7–4	**FOIA Request Case Files:** Responses to requests under FOIA. (USPS 150.010)		5 years.
7–5	**Privacy Act Request Case Files:** Created in response to requests from individuals to gain access to their records or to information in records pertaining to them. (USPS 150.020)		2 years.
7–6	**Privacy Act Accounting of Disclosure Files:** Maintained for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, and proof of subject individual's consent, when applicable.		5 years or life of record disclosed, whichever is longer.
7–7	**Privacy-FOIA Control Files:** Includes registers, logs, and similar records listing date, nature, scope, name and address of requester.		With related records.

Exhibit 351.31 Records Control Schedule (p.7)

7. ADMINISTRATIVE SUPPORT—Continued

Item No.	*Series/Description*	*Cut-Off*	*Disposal*
7-8	**Parking Files (Carpools):** Form 92. (USPS 100.010)		6 months.
7-9	**Visitor Control Records:** Registers or logs used to record names of visitors.	Final Entry.	1 year.
7-10	**Access Control Records:** Supply items: 0-8405-A; 0-8405-C; and 0-8405-C.		
	A. Badges		Upon expiration or when no longer needed, whichever is sooner.
	B. Control Cards	Expiration Date.	90 days.

Exhibit 351.31 Records Control Schedule (p. 8)

360 Telecommunications

361 General

361.1 Scope

This subchapter covers policy and procedures for the technical management of all communications systems which transmit by electrical means. This shall include but is not limited to telephone, teletype, telegraph, radio, inter-office communication devices, paging systems, high speed data services and television.

361.2 Responsibility

.21 Management Information Systems Department (MISD)

The Telecommunications Division, MISD, is responsible for establishing policy and providing technical guidance and support on all telecommunications matters.

.22 Postmasters and Field Managers

Postmasters and other field managers are responsible for the control of expenditures for telecommunications and related services.

362 Telephone Systems and Service

362.1 Initial Equipment

.11 Postal facilities authorized official service are:

a. Headquarters and related organizations.

b. Postal Inspection Service.

c. Regional Headquarters and related organizations.

d. District offices and related organizations.

e. Management sectional center facilities.

f. All EAS-11 and above offices (EAS-11 offices are authorized a single business line with one instrument.)

Note: The Regional Postmaster General may approve telephone service for offices below EAS-11, if operational needs require a telephone.

.12 Postal facilities not authorized official service are:

a. EAS-A through E offices.

b. Contract stations.

362.2 Installations and Service Changes

.21 Inspection Service

Channel requests for installation or changes in telephone service provided to the Inspection Service through the postal inspector in charge to the Chief Postal Inspector. Authority for the installation or change in minor telephone equipment such as the relocation or addition of telephone instruments is delegated to the postal inspector in charge. However, such changes must be coordinated with the postmaster or manager of the facility providing the funds to support the change.

.22 Prior Headquarters Approval

.221 Types of Changes. The following major changes or installations require prior Headquarters approval:

a. Installation of new, expansion or modification of existing, or removal of manual or dial PBX switchboards supporting in excess of 15 main stations.

b. Changes from manual to dial PBX systems or vice versa for systems supporting in excess of 15 main stations.

c. Installation or removal of a hybrid key system with hybrid being defined as an electronic key system with PBX characteristics.

d. Installation or removal of tielines between PBX switchboards.

e. Installation or removal of intercity private line full period or foreign exchange service.

f. Installation or removal of inter or intra-state wide area telephone service (WATS).

g. Installation or removal of switching equipment associated with dial PBX systems.

h. Establishment or discontinuance of telephone service through a joint-service operated telephone switchboard, either USPS or GSA operated.

i. Establishment of or discontinuance of Federal Telecommunications System (FTS) service.

j. Establishment or discontinuance of the use of the FTS service or the commercial dial network for the purpose of transmitting data, including facsimile transmissions.

.222 Procedures. Submit requests for changes or installations of telephone equipment listed in 362.211 to the MSC manager for review and evaluation. Requests are sent through the district and Regional Procurement Division to the Telecommunications Division, MISD, at Headquarters for final review. If the request is disapproved at any management level in the review channel it will be returned to the requesting office without referral. Requests must be accompanied by a complete justification and should include the following data:

a. An itemized list of current equipment and cost including a copy of the last invoice from the telephone company, if appropriate.

b. An itemized list of proposed equipment and cost, including estimated one-time and annual or monthly recurring costs.

c. Grade and annual salary of each employee assigned full and/or part-time to the operation of the current and proposed telephone system.

.223 Authorization. Authorizations for approved requests for the changes listed in 362.211 will be issued to the Regional Procurement Division by MISD after review and recommendations by appropriate Headquarters organizations.

.23 Prior Regional Approval

.231 Types of Changes. Changes or installations requiring prior Regional approval are:

a. Installation of new, expansion or modification of existing, or removal of manual or dial PBX systems or other equipment supporting more than 5 but less than 15 main stations.

b. Changes from manual to dial PBX systems supporting 15 or less main stations. Changes from any dial to manual systems which will require a console attendant where none was previously required must have Headquarters approval.

c. Installation of any automatic dial equipment, speakerphones, recording devices or other ancillary or external equipment.

.232 Procedures. Submit requests for changes or installations of telephone equipment listed in 362.231 to the MSC manager for review and evaluation. Requests will then be sent through the district to the Regional Procurement Division for final review. If the request is disapproved at any management level in the review channel it is returned to the requesting office without referral. Requests must be accompanied by a complete justification as 362.222.

.233 Authorization. Authorization for approved requests are issued to the district by the Regional Procurement Division after review and recommendations by appropriate Regional organizations.

.24 Prior Approval Not Required

.241 Types. Minor changes or additions to existing systems that do not require prior approval are:

a. Disconnecting any telephone equipment or discontinuing any service other than major changes as listed in 362.221 and 362.231.

b. Relocating existing telephone equipment other than major changes as listed in 362.221 and .231.

c. Installing not more than five additional telephones to an existing system that is furnished by the local regulated telephone company, providing one time installation charges will not exceed $500 and recurring charges will not increase by more than $125 monthly and except for those changes listed in 362.232.

d. Installing additional telephones and equipment on Postal Service-owned PBX equipment, providing the cost is within local cash purchase authority and except for those changes listed in 362.232.

e. Installing pay stations in all buildings operated by the Postal Service. (See 362.73.)

.242 Procedure. Advise the MSC and district of the action taken and furnish a copy to the Regional Procurement Division.

.25 Additional and Accessory Equipment

.251 Additional Equipment. Additions to existing telephone systems, which include individual business lines, will be considered on the basis of new or expanded activity and reassignment of functions or space. Pertinent factors include a study of persons and activities to be called and who will call; volume of necessary calls; proximity of nearest telephone; possible rearrangement of existing telephone service without increasing recurring charges; assignment of an extension station to an existing main station, particularly where dial PBX systems are in use.

.252 Accessory Equipment.

a. Maintain at an absolute minimum all equipment associated with telephone instruments, such as intercommunication lines, speaker phones, pickup and hold, and signaling (known as wiring plans). Monthly recurring costs of this equipment usually exceed cost of the instrument itself and generally the desired service can be provided with less expensive equipment. For example, illuminated wiring plans cost more than nonilluminated, yet both may serve the same purpose. (See 362.232.)

b. Intercommunicating lines and signaling features are not required for telephone systems installed in the same space or even separate adjoining rooms if there is an open passage-way.

c. Buzzers must be installed by qualified post office personnel, if possible. Otherwise, local arrangements may be made for this installation consistent with the limitations of the local contracting and procurement authority.

d. If more than one line is required for telephones associated as a wiring plan, use two-line pickup instruments.

.253 Trunklines. Requests must be substantiated by a report of the actual all-trunk-busy count made by the telephone company. Also include the period during which the count was made. As a result, only one additional trunkline will be authorized at a time. Additional trunklines will be subject to subsequent all-trunk-busy counts.

.254 Telephone Outlets. New facilities are provided with telephone outlets for current and future requirements. Telephone service should only be provided where it is essential to requirements. It is not intended that telephone service be authorized for each telephone outlet.

362.3 Orders for Service

.31 Modifications of Existing Systems.

.311 General. On receipt of approval from the Regional Procurement Division or postal inspector in charge, a letter request may be issued to order service from the local telephone company.

.312 New Systems. The installation of new telephone systems will normally be accomplished by the competitive procurement process. It is recognized that the number of potential sources for competition may be limited or even nonexistent; however, Publication 41, *Postal Contracting Manual* , requires formal advertising when competition is available, except where impracticable and infeasible.

.313 Major Modifications. Major modifications to existing systems will also be accomplished by the competitive procurement process. A major modification is defined as upgrading an existing system to include the addition of more than 15 main stations or any change that will incur a one-time cost in excess of $1,500.00.

.314 GSA Systems. In locations where local service is obtained from GSA the installation of new systems (362.312) or the major modification (362.313) of the present GSA system must first have Headquarters approval.

.32 Competitive Procurement

.321 Methods.

a. New telephone systems or major system modifications for all Regional postal facilities are procured competitively by the Regional Contracts and Supply Management Branch in accordance with detailed specifications developed by the Headquarters Telecommunications staff.

b. New telephone systems or major system modifications for all Headquarters postal facilities are procured competitively by the Headquarters Procurement and Supply Department in accordance with detailed specifications developed by Headquarters Telecommunications staff.

.322 Exceptions to Competitive Procurement.

a. Requests for waivers to the competitive procurement process for new systems consisting of 15 or less main stations will be forwarded through channels to the MSC, district office, and Regional Procurement Division for review, evaluation, and approval-disapproval action. If the request is not approved by any office within the review channel it is returned to the requesting office without referral. Requests should be accompanied by a complete justification for the waiver.

b. Requests for exceptions to the competitive procurement process for new systems of over 15 main stations must be forwarded through channels to the MSC, District, Regional Procurement Division and Telecommunications Division at Headquarters for review and evaluation. The Telecommunications Division forwards favorably considered requests to the APMG, Procurement and Supply, for final approval-disapproval if the request is not approved by any office within the review channel it will be returned to the requesting office without referral.

362.4 Common Carrier Tariffs and Rates

.41 Rate Structures

.411 Message Unit. Under this structure, charges for local calls are based on automatically-metered message units. A message unit may equate to one local call, a period of time such as 5 minutes or a combination of both. For example, a local call exceeding 5 minutes could equal two calls. In other cases a single message unit equates to one local call regardless of time. Under this structure the recurring rental rates for trunks, telephone instruments, and key equipment are generally lower than under the flat rate structure.

.412 Flat Rate. Under this structure, there is no charge for local calls, but the recurring rates for trunks, telephone instruments and key equipment are generally higher.

.413 Selection. The tariff or rate choices that are available should be determined from the local telephone company and the most economical service determined on the basis of message usage and cost of a minimum 3-month period compared with cost of flat-rate service.

.42 Equipment Leases

.421 **Basic Recurring Rate Plan.** Most telephone companies offer three methods of leasing the telephone equipment itself. This normally includes the telephone instruments, key equipment, console, PBX and trunk circuitry. Under the basic lease plan, the equipment is rented or leased to the customer for a fixed period of time for a specified recurring cost, generally on a monthly basis. This cost remains constant, except for periodic authorized rate increases.

.422 Two-Tier Contract Rate. Under this method of leasing equipment the telephone company will offer a two-tier contract with tiers "A" and "B". This method is defined as follows:

a. Tier "A". This equates to equipment capitalization costs for the telephone instruments, key equipment, console, PBX and other miscellaneous equipment. The tier "A" cost may normally be paid initially in a lump sum or in fixed amounts over an established period. The cost does not change and is eliminated at the end of the established period. However, title to the equipment never passes to the Postal Service.

b. Tier "B". This equates to the lease of associated telephone circuitry and maintenance of the equipment. This cost is a continuing recurring cost and is subject to periodic authorized rate increases.

.423 Variable Term Pricing (VTP). VTP establishes a fixed telephone equipment lease cost for a 48 month period. At the end of the 48 month period the lease will incur rate increases which have been put into effect during the previous 48 months. This new rate then applies for the next 48 months.

.424 Procedures. It is the general policy of the Postal Service not to enter into two-tier contracts. However, exceptions may be granted when the combined, recurring tier "A" and tier "B" rates do not exceed the basic monthly rate referenced in 362.421. This generally occurs only on a lease plan in excess of 5 years, with the contract carrying a termination liability clause. In all cases before entering into a two-tier contract, prior Headquarters approved must be obtained. Forward requests through MSC, district, and Regional

Procurement Division, to the Telecommunications Division, for final review and approval or disapproval. If the request is not approved at any office within the review channel, it is returned to the requesting office without referral.

.43 Rate Changes. Advise the appropriate PDC of all service rate changes. A copy of the notice from the regulating body announcing the new rate should also be forwarded to the PDC and appropriate Regional Administration Branch.

.44 Federal Tax. Federal tax is not applicable to official telephone service or toll calls.

.45 Examination of Monthly Invoices. Examine monthly invoices to insure that only official obligations are paid from postal funds. Mark personal toll calls to distinguish them from official calls.

362.5 Directory Listings

.51 Requirements

Where telephone service is authorized, the main telephone number will be listed in the official directory of the local telephone company. If a non-published number is authorized, it must be in addition to the published number. Where authorized by the telephone company, street addresses of the various offices, stations, and branches will be included in the directory. Where possible, listings should be only those numbers to which the general public needs access. Terminology used should be that which the general public can relate to and understand. Avoid postal or technical language.

.52 Assuring Accuracy

Check listings in the telephone directory prior to the issuance of each new directory to insure that both regular and night listings are correct. Also periodically check the post office directory to insure all listings are current.

.53 Night Listings

Night telephone service should be established at all offices served by a PBX switchboard or key dial telephone system. Night listings should also be placed in the telephone company directory. Central office trunks assigned as night connections should not be in rotary.

362.6 Joint-Service Telephone Switchboards

.61 USPS Joint-Service Switchboards

.611 Equipment Records.

a. Obtain from the telephone company an itemized list by agency of common equipment telephone stations, key equipment, and other miscellaneous telephone equipment in use or to be used with the joint-service telephone system.

b. Use the list as verification of the monthly telephone equipment invoice. Make adjustments to this list as they occur.

c. Prepare and maintain telephone equipment record cards based on this information for the common equipment, for each main station number in use, and for each new station number assignment. A duplicate copy of this record will be furnished to the GSA Regional Communications Officer. Show the following information on telephone equipment record cards.

(*1*) Main station number.
(*2*) Name of agency or department requesting or receiving service (include sub-division or units).
(*3*) Address of agency or department.
(*4*) Room number where station is located.
(*5*) Requisition service order number assigned.
(*6*) Number of extension or bridge stations charged to the main station number.
(*7*) List auxiliary equipment such as; pickups, hold buttons, buzzers, light, etc., charged to the station.
(*8*) List other main station numbers that can be picked up by this main station.
(*9*) Enter the date service was installed.
(*10*) Enter the date service was discontinued.

d. GSA Form 169, *Telephone Equipment Record Card*, can be obtained from the GSA Regional Communications Officer for use in the maintenance of required records.

.612 Order[illegible] Service.

a. Nonpostal agencies such as credit unions, employee organizations, etc.) will forward requests for new or changes in service to the postmaster or field manager on SF 145, *Order for Telephone Service*. Honor such requests, if within the capacity of the PBX system, without referral to MSC, Region, or Headquarters. Obtain any necessary assistance from the local telephone company in the preparation of the technical section of SF 145.

b. Postal facilities should follow instructions in 362.24 for the installation of minor telephone equipment (e.g., main or extension stations and miscellaneous key equipment). Such requests should be made to the postmaster of field manager.

c. The postmaster or field manager prepares the requests for service changes in original with five copies, from the information contained on the SF 145. Use GSA Form 20, *Telephone Service Order*. The form may be obtained from the GSA Regional Communications Officer. Distribute copies of the service change requests as follows:

(*1*) Original to telephone company.
(*2*) Three copies to GSA Regional Communications Officer.
(*3*) One copy including a copy of SF 145, to agency requesting service.
(*4*) One copy retained in postal files.

d. Service change requests should contain the following information:

(1) Agency or department requesting service (show sub-division if any).

(2) Address of requesting agency or department.

(3) Room number where work is to be performed.

(4) Switchboard contract number.

(5) Service order assigned by ordering agency (post office).

(6) Type of work to be accomplished, connect or disconnect. Furnish as much information as possible to the telephone company, including: (a) main station number assigned; (b) number of extensions to be billed against main station; (c) miscellaneous key equipment associated with the main station or extension stations; (d) date of completion of connect or disconnect. This will be entered on file copy after work has been completed.

e. Service order should be signed by the local procurement officer.

f. Forward request for major changes in accordance with 362.22 or 362.23 as applicable.

.613 Billing

a. The salaries required for operators, supervisors, and clerical personnel (including leave and relief time operators), related to the operation of the joint-service telephone system are paid from postal funds. GSA makes complete reimbursement to the Postal Service. GSA then bills each agency, including the Postal Service, for its pro-rata share of the telephone service.

b. The postmaster or field manager maintains a record of all workhours specified in 362.613a by salary rate relative to the operation of the telephone system. Extended hours coverage is chargeable to agencies, including GSA, who request such coverage.

c. Postmasters or field managers prepare Form 1902, *Justification for Billing Accounts Receivable*, at the close of each accounting period. This form shows workhour costs occurring during the accounting period, including an appropriate percentage of fringe benefits. Extended hours must be itemized by agency. Forward the original and three copies to the appropriate PDC. Retain one copy for local files.

d. Since charges for the operation of the telephone system are based on the number of instruments used by individual agencies in proportion to the total number of telephone instruments in the system at the end of the billing period, the total number of telephone instruments in use must be shown on Form 1902. Also show the number of instruments specifically in use by the Postal Service. This will assist in verification of the charges when GSA billing is received.

e. Upon receipt of Form 1902 from a postal facility, the PDC completes the form, records the amount as an account receivable in the usual manner, and forwards the original and two copies to GSA.

.62 GSA-Operated Switchboards

.621 Monthly Statements. GSA sends a monthly statement on GSA Form 789, *Statement, Voucher, and Schedule of Withdrawals and Credit*, to all postal facilities receiving service from the joint-service switchboard. Payment for this service is made directly from the postal facility to GSA.

.622 Simplified Intra-Governmental Billings and Collections (SIBAC)

a. GSA sends a monthly statement on TFS Form 7306, *Paid Billing Statement for SIBAC Transactions-Summary* and GSA Form 952, *Detailed Billing*, to the St. Louis PDC. The St. Louis PDC mails a copy of the GSA Form 952 to all postal facilities receiving services from joint switchboards. Payment for this service is made from the Postal Service's account at the Treasury Department. No payment is made by postal facilities based on the GSA Form 952.

b. Cost distribution of these expenses is made by the St. Louis PDC and appropriate charges allocated by office by the PDC, as shown on the Detailed Billing Listing. Offices receiving copies of the Billing Listing from the St. Louis PDC must verify the validity of charges indicated thereon and should questionable expenses appear, they should contact the GSA Chief Operator, for clarification. If improper, the St. Louis PDC should be contacted for possible charge back action.

362.7 Long Distance Calls

.71 Federal Telecommunications System (FTS)

.711 Description. The FTS provides a direct-dialing user-to-user telephone service between approximately 500 principal areas of Government activities in the United States. When available, this system is used in lieu of commercial long distance toll calls. Instructions for use of the FTS and a list of participating cities are contained in the *Federal Telecommunications System User's Guide* published by the GSA. Changes in procedures, deletions, and additions to this guide are furnished to postal field organizations.

.712 Charges. FTS charges for postal field organizations will be paid by Headquarters based on GSA quarterly billing and then charged back to the Regions based on GSA-furnished sampling call data.

.713 FTS Use. Where FTS is available, full use must be made of these facilities. FTS should be the only medium for placing calls between FTS areas except when the switchboard is closed.

.714 Delayed and Operator Assisted Calls. When an FTS call is unduly delayed because of busy FTS circuits or for any other reason, the caller should dial the appropriate FTS assistance operator and ask for assistance. If it is necessary for the FTS operator to place the call on commercial toll circuits that call will be charged to the FTS. The method of contacting the local FTS operators varies with location because of differences in systems and local telephone company practices. Normally, this information may be obtained from the U.S. Government listing in the commercial telephone directory under the heading: FTS Assistance Operator.

.715 Other FTS Uses. The FTS may also be used for the transmission of data including facsimile information. However, the use of the FTS for these purposes is limited and strictly controlled by GSA. The approval of both GSA and the Telecommunications Division, MISD, must be on a case-by-case basis before using FTS for these types of transmission.

.72 Official Commercial Toll Charges

.721 Code Billing. Some telephone companies provide for code billings of commercial toll long distance telephone calls. Arrangements can be made with the local company to have this code billing preface the toll call listings and charges on the telephone company statement. The code may be in the form of:

a. *AMA or QZ Billing.* A code number assigned to a station or stations.

b. *Trunk Billing.* Trunk numbers assigned for the placement of toll long distance calls.

c. *Extension Number Billing.* The extension number furnished the telephone operator when placing a long distance call.

.722 GSA Liability. GSA will assume liability for all commercial long distance calls placed by Postal Service FTS operators. Any of the codes in 362.721 may be assigned for such calling.

362.8 Pay Telephone Stations

.81 USPS-Controlled Space

The Postal Service encourages the installation of pay telephone stations in locations that serve the public as well as employees. Enough pay stations should be provided to eliminate the need to use official telephones for personal calls. Consideration should be given the handicapped when authorizing the installation of a pay telephone station.

.82 Procedures for Installation

.821 Negotiations with Telephone Companies. The postmaster or field manager is responsible for negotiating with the telephone company for the installation of pay stations.

.822 Collections Remittance. When remitting collections from pay stations, the telephone company furnishes the postmaster or field manager data showing:

a. The identification of individual pay stations by exchange number or group of pay stations by code number, whichever is applicable.

b. The collection and commission from each pay station, or the total collection and commission from all pay stations, exclusive of Federal tax, whichever is applicable.

c. The inclusive period covered by the remittance.

.83 Letters of Agreement

.831 Postmasters or field managers with contracting authority enter into letters of agreement and maintain official files for all pay telephone stations installed in postal facilities within their jurisdiction. The original or official copy is retained in the files of the concerned postal facility. Copies are provided to the Regional Procurement Division manager. The format for the letter of agreement is shown in Exhibit 362.83.

.832 At the option of the postmaster or field manager, this letter may be modified to delete the requirement for the telephone company to make good any damage or injury to the building caused by the installation, operation maintenance, and removal of the telephone equipment, when the pay phone(s) have been installed for the convenience of the Postal Service; for example, in a swing room or cafeteria. When the pay phone(s) are installed at the request of the telephone company in order to produce revenue for the telephone company, this requirement may not be waived.

.84 Commissions Received

The postmaster or field manager verifies correctness of commissions received and deposits them as nonpostal receipts in general revenue A/C 44030.

362.9 Management and Cost Control

.91 Reduction of Telephone Cost

.911 System. Almost all new and some present telephone systems may be programmed or wired to restrict individual or groups of telephone stations from particular types of calls. (For example, stations can be restricted from direct access to FTS lines or from direct toll dialing.) These restrictions assist the manager in controlling telephone costs, and should be used when available. Where not available, the manager must emphasize by other means that official telephones should only be used for authorized calls.

.912 User

a. Make commercial long distance or toll charges only when other means of communication will not suffice.

b. When commercial long distance or toll charges are necessary, reduce the length of the call to a minimum.

.913 Equipment

a. A continuous analysis of telephone instruments and trunk lines must be made and unessential equipment removed.

b. The use of extension or branch station instruments as opposed to main stations should be emphasized. This is especially important where off-premise extensions (OPX) are utilized as extensions of the main Postal Service PBX, and OPX mileage is involved. It is also important in facilities where straight business telephones are used. The difference in cost of two business lines as opposed to one business line with an extension or branch instrument can be as much as 45%.

.914 Management. Continual managerial surveillance must be exercised to assure that official telephones are not used for personal reasons, except for a bonafide emergency. In many metropolitan areas of the United States, all local calls from business and Federal establishments are based on message units. In some areas the message units are timed from 3 to 5 minutes. Telephone company metering equipment measures the number of units used and bills for the total number of message units used. Message unit charges are as much as .11 per unit and the metering equipment cannot distinguish between an official and personal call.

LETTER OF AGREEMENT
UNITED STATES POSTAL SERVICE

Initials and Date

**Authorization for
Public Pay Station
Telephone**[1]

Gentlemen:

You are authorized to install and operate the following public pay station telephones in the building indicated.

It is understood that this installation will be in a manner and at a location satisfactory to the undersigned, and that all electrical work must be in accordance with the code of the National Board of Fire Underwriters, and without expenses to the Postal Service. Further, applicable established rates of public telephone commission will be paid and no minimum is guaranteed by the Postal Service. It is also agreed that the telephone company, at the time of making remittance, must furnish the postmaster data showing :

a. Identification of individual pay station by exchange number or group of pay stations by code number, whichever is applicable.

b. The collection and commission from each pay station or the total collection and commission from all pay stations exclusive of Federal tax, whichever is applicable.

c. Inclusive period covered by the remittance.

As soon as practicable after collections are made, all checks must be drawn to the order of the postmaster and the remittance, either by cash or check, delivered to him. It is also understood that (a) this authority and acceptance may be terminated by either party on 10 days written notice, and (b) when terminated, the equipment must be removed promptly and the telephone company must make good any damage or injury to the building caused by the installation, operation, maintenance, and removal of the telephone equipment.

Building title ……………………………………………

Location (street, city and State) ……………………………………………

USPS-owned …………………………… Leased or rented ……………………………

Location of phone in building …………………… Number of Installations ……………………

Type of equipment: ……………………………………………

Shelf or wall bracket ……………………………………………

Rate of Commission ……………………………………………

Acceptance by Telephone Company:
Contractor consents to performance subject to conditions enumerated above:

…………………………………… ……………………………………

Signature and title of official (or owner) of telephone company

Signature of authorized postal official

---

[1] Insert name of local telephone company and individual telephone number or group symbol of public pay stations.

Exhibit 362.83. Format for Letter of Agreement

.92 Monitoring Telephone Calls

The monitoring of telephone calls consists of recording all or parts of telephone conversations by a third party or by the use of an electronic or mechanical recording device. Use of these techniques on either internal or external telephone calls without the mutual consent of the parties concerned is prohibited. Participation of a third party in any telephone conversation without the express knowledge and consent of both caller and person called is also prohibited. **All postal facilities must comply with this policy. However, the provisions of this paragraph do not apply to the law enforcement activities of the Postal Inspection Service.**

.93 Telephone Service for Accredited Organizations

.931 Telephone service may be furnished on a reimbursable basis to organizations such as credit unions, canteens and employee organizations. The FTS may not be used by these accredited organizations.

363 Telegrams and Mailgrams

363.1 Telegram Use

Telegrams are sent over the Public Message Service only when the subject matter cannot be handled by other more economical means in sufficient time. (For example, a Mailgram is a more economical method of transmitting priority communications than a telegram.) When used and sent late in the day, telegrams must be sent at the night rate.

363.2 Mailgram Use

Mailgrams will only be used when the mail service and in-house administrative teletype network will not suffice.

364 Administrative Teletype Network

364.1 Service Offered

The administrative teletype (TWX) network was established to improve communications capabilities to, from, and between Postal Service facilities. The network links Headquarters with Regions, districts, and all MSCs. It is also interconnected to various other postal facilities throughout the country such as ADPCs, PDCs, Airmail Facilities (AMFs), BMCs, and Inspection Service offices.

364.2 Responsibility

The Telecommunications Division has responsibility for planning, installations, inventory, and network control. This includes requests for new equipment installations, discontinuance of service, and relocations of equipment from one building to another or one Facility to another either intra or intercity. Movements within the same building may be accomplished locally without referral.

364.3 Procedures

.31 New Installation.

.311 Requests for new installations are sent through the MSC, district, and Regional Procurement Division to the Telecommunications Division for final review and approval-disapproval. If the request is disapproved at any management level in the review channel it will be returned to the requesting office without referral. Requests must be accompanied by complete justification and should be submitted in time to reach Headquarters at least 60 days prior to anticipated utilization.

.312 Requests must include the following data:

a. Type of facility in which the equipment will be used.

b. Explanation of intended use.

c. Street address to include name of facility, room number, street address, and ZIP Code. Identifications such as Federal Square, Main Post Office, etc., are not acceptable alone. If room numbers are not available, identify the desired equipment location within the building.

d. Name, title, and phone number of local contact. Both FTS and local commercial phone numbers with area codes are necessary.

.32 Relocation

Requests for relocation of equipment must be submitted as in 364.31 and must include the following:

a. TWX access number.

b. Equipment serial number.

c. Type of facility in which the machine is to be located.

d. Explanation of intended use at the new location.

e. Present street address to include name of facility, room number, street address and ZIP Code. Identifications such as Federal Square, Main Post Office, etc., are not acceptable alone. If room numbers are not available, identify the location of the equipment within the building.

f. Proposed new location. Provide the same information as in e.

g. Name, title and phone number of local contact. Both FTS and local commercial phone numbers with area codes are necessary.

.33 Discontinuance

Existing service may not be discontinued without prior approval of the Telecommunications Division. Submit requests for discontinuance as in 364.31, except allow 30 days for service disconnect. The Telecommunications Division provides shipping or disposal instructions for excess equipment. The following data must be included with the request:

a. TWX access number.

b. Equipment serial number.

c. Type of facility in which the equipment is located.

d. Reason for discontinuance of service.

e. Location of equipment to include name of facility, room number, street address and ZIP Code. Identifications such as Federal Square, Main Post Office, etc., are not acceptable alone. Also where room numbers are not available, identify the location of the equipment within the building.

f. Name, title and phone number of local contact. Both FTS and local commercial phone numbers with area codes are necessary.

364.4 Forms Used

.41 Message Form

.411 Purpose. Use Form 320, *Telecommunications Message*, when preparing official messages for transmission by the Public Message Service (Western Union Telegraph Company), TWX (Administrative Teletype Network) or other electrical means of message transmission.

.412 Field Activities. When preparing messages on Form 320, use double space and type in capital letters. Complete designated blocks as applicable and number each page. Field personnel using the TWX network should be aware that a multiple-addressed message increases in cost in proportion to the number of addresses. For example, a 50-word message transmitted to one location can cost $1 or less. The same message multiple-addressed to several locations will increase in cost by approximately the number of addresses.

.413 Headquarters Activities.

a. Preparation. When preparing messages on Form 320, use double space and type in capital letters. Complete designated blocks as applicable and number each page.

b. PMS Transmission. If the message is to be transmitted by the Public Message Service, the priority of the message may be designated in the priority block. Priorities are: *Full Rate, Day Letter,* and *Night Letter.* Always insert your finance number in the accounting block. When counting the number of lines, each separate line, including address and signature, is counted as a line. Indicate security classification in the security block if applicable. All messages must be signed by at least a branch manager.

c. TWX Transmission. Headquarters personnel using the TWX network should also be aware that a multipled addressed message increases in proportion to the number of addresses. A ten line message sent to a single location may cost as little as $1 or less; the same message transmitted as an "A" or "B" message (multiple-addressed to all stations) will cost approximately $500.

.42 Logs

Each facility on the TWX network must maintain Forms 1635–A, *Incoming Teletype Message Log* and 1635–B, *Outgoing Teletype Message Log,* for each teletype machine in the facility. Retain logs for one year.

365 Data Transmission Services

365.1 Responsibility

The USPS Headquarters Telecommunications Division (TCD) has responsibility for:

a. Design of USPS telecommunications networks.

b. Development of standards for use in the networks.

c. Implementation of approved network designs.

d. Management and coordination of all network activities which include:

(*1*) Installation/removal of circuits and equipments.

(*2*) Addition/deletion of USPS network users.

(*3*) Determination of network utilization profiles and network response times.

(*4*) Assessment of communications charges to USPS users for data transmissions, on-net and point-to-point.

(*5*) Operational surveillance and control of USPS data transmission traffic.

(*6*) Procedures for manipulating network configurations.

365.2 Administration

Data transmission services include but are not limited to the following:

a. Technical design and development of systems and sub-systems comprising USPS data transmission networks.

b. Data network technical control facilities plant-in-place records.

c. Data network operations and maintenance standards.

d. Data network equipment inventory.

e. Installation and removal of all data transmission equipments such as terminals, multiplexors, concentrators, minicomputers and front-end processors.

f. Additions and deletions of all USPS data transmission line facilities of data networks.

365.3 Service Requests

.31 Procedure. The Telecommunications Division of the USPS Headquarters will process all requirements for data telecommunication circuitry and facilities. Service requests must be forwarded to the Telecommunications Division via the General Manager, Information Requirements Division (IRD), of the Information Resources Management organization. IRD will determine the validity of the user's ADP application before forwarding the data transmission request to TCD, with a copy to the Office of Data Processing.

.32 Types of Service. TCD will determine the selection of the types of telecommunications service best-suited for data users' requirements. These types of services include dedicated, shared or dial-up communications facilities necessary to support the users' applications and meet interface standards for network technical compatibility.

.33 Exceptions. Exceptions to this rule are service requests for the Postal Source Data System (PSDS). These must be fully coordinated by the cognizant offices in each Postal Region before forwarding it to their respective Automatic Data Processing Center (ADPC). In turn, the ADPC processes PSDS telecommunications requirements and then forwards them directly to the Headquarters Telecommunications Division.

.34 Information Required. The telecommunications service request must include at least the following information:

a. Activity Identification—Name of MSC, district, post office, BMC, etc.

b. Point of Contact—the name of the person who is knowledgeable of the requirement.

c. Phone Number—FTS and commercial to include area code.

d. Address—to include the office or room number and street address.

e. Name of Application—the user application program (old/new) that requires telecommunications service.

f. Location of Application—name of PDC, ADPC to provide application support.

g. Financial Data—specify the finance number for the application. Provide a Funded Procurement Request (FPR) to Telecommunications Division.

(1) Specify total volumes of input traffic, average, and peak.

(2) Specify the total volumes of output traffic, average, and peak.

(3) Specify any unique non-machine interfaces.

(4) Estimate printing requirement.

(5) State terminal characteristics including vendor, make, model, etc.

(6) Specify locations, numbers, and types of terminals at each location.

(7) Specify the individual terminal assignments, and loads, average, and peak.

365.4 Funding. The Headquarters Telecommunications Division has full responsibility for funding, ordering and managing all regular data telecommunications facilities, equipment, circuitry, and ancillary sub-systems for all USPS elements.

.41 Regular Service. Regular service provides a user access to an existing network or facility which includes all the designed features of the network or facility.

.42 Special Services. Special services are construed to be new transmission or inteface features not available in existing USPS data transmission networks and/or facilities. Special data transmission services will be funded by the requesting user.

.43 Funded Procurement Request. The user/requester of special data telecommunications services must provide a Funded Procurement Request (FPR) made out to the Telecommunications Division, who will in turn obtain contract numbers for issuance to the Contract Procurement and Review Section, New York Postal Data Center. Invoices are certified by the Telecommunications Division and forwarded to the NYPDC for payment from the user's obligated funds.

365.5 Data Transmission Classes. The telecommunications services supported by the Telecommunictions Division are comprised of the following classes of data transmission.

a. Networks—Telecommunications facilities that allow the connection of multiple processing centers via high speed lines so that users may address their computer resources.

b. Dedicated Service—Telecommunications facilities that allow single or multiple users to have or share a single communications circuit that is dedicated to a specific ADP application at a prescribed processing center.

c. Dial-Up Service—Telecommunications facility which allows a user to connect to an ADP application at a USPS processing center via the telephone switched services.

d. Value Added Network (VAN) Carrier Services—Telecommunications services that are procured from the VANs that permit the transportation of digital data from the user location to the serving PDC. This medium will be used principally to support the low speed TSO user initially (300 to 1200 baud). As the carrier offerings expand, the use of synchronous 2400 baud speeds and above will be considered, based on the cost effectiveness of the medium.

e. Postal Source Data System (PSDC)—Telecommunications facilities and ADP processors configured in a unique network to support real-time data gathering to automatically execute the USPS time and attendance application.

365.6 Procedures

.61 New Installation. Forward requests for new telecommunications services through the appropriate channels to reach the Telecommunication Division at least 60 working days prior to the required date.

.62 Form 7366

.621 Funding of the communication services are provided by completing Form 7366, ***Funded Procurement Request***, as follows:

a. Items 1 thru 4—Self-explanatory.

b. Item 5—Describe the project, application or system the communications service is being funded for.

c. Items 6 thru 8—N/A.

d. Item 9—Total estimated cost for Fiscal Year. (Consult TCD for assistance.)

e. Items 10 thru 13—N/A.

f. Item 14—Provide a statement that the funding document is forwarded to the Telecommunications Division in support of the communication services identified in Item 5.

g. Remaining items are self-explanatory. Ensure that the correct finance and account numbers are provided.

.622 Funding estimates may be obtained by contacting the Data Communications Branch, Telecommunications Division.

.63 Relocations. Forward requests for moves of existing communications services to reach the Telecommunications Division at least 35 working days prior to the required date. Include:

a. Circuit number.

b. Point of contact.

c. Both FTS and commercial phone numbers.

d. Old address and new address to include room numbers.

.64 Discontinuance. Forward requests to discontinue communications service to reach the Telecommunications Division at least 20 working days prior to required date. Include:

a. Circuit number

b. Point of contact.

c. FTS and commercial phone numbers of all contacts.

d. Complete addresses.

.65 Form 3037

.651 Purpose. Form 3037, *Communication Network System Access*, dated April 1981, provides coordination among those IRM organizations that supply necessary information to service a new communication network system user.

.652 Procedure. Each organization will complete the required information listed in its section, and forward the completed form to the next organization for necessary action.

.653 Distribution. When the form is completed by the St. Louis PDC, Teleprocessing Operations, copies must be forwarded to:

a. Headquarters—

(*1*) Information Requirements Division.

(*2*) Hardware/Software Technology Division.

(*3*) Resource Planning Division.

(*4*) Telecommunications Division.

b. Customer.

c. Respective data center where the terminal equipment will be installed and the processing host location.

d. Application teleprocessing representatives.

366 Intercommunications and Sound Systems

366.1 Equipment Applications

This equipment, functional to mechanized operations, is generally furnished only to large postal facilities. It is not intended that such equipment be installed for administrative activities in facilities equipped with telephone systems that have intercom capabilities.

366.2 Channels of Request

Submit requests for acquisition and installation of intercommunications and sound equipment to the MSC, district, and Regional administration branch for final review and approval-disapproval. If the request is disapproved at any management level in the review channel it will be returned to the requesting office without referral. Requests must contain complete justification, including the following data:

a. Postal Service necessity.

b. Estimated cost reduction in work hours and equipment, with the rationale used to arrive at these figures.

367 Radio and Television

367.1 General

The Telecommunications Division, MISD, is responsible for central coordination and technical approval of radio and television transmission subsystems and systems within the USPS.

367.2 Policy

.21 The Telecommunications Division provides USPS representatives and alternates to the National Telecommunications Information Administration (NTIA) of the Department of Commerce and the General Services Administration (GSA) as follows:

a. NTIA—

(1) Interdepartment Radio Advisory Committee (IRAC).

(2) Frequency Assignment Subcommittee of IRAC (FAS).

(3) Spectrum Planning Subcommittee (SPS).

b. GSA. Interagency Telecommunications Committee (ITC).

.22 USPS representatives and/or alternates assigned to NTIA functions (IRAC, FAS, SPS) and GSA functions (ITC) must attend regularly scheduled meetings and participate in ad hoc working groups or task groups. USPS representatives will ensure national practices and policies are followed in the process of establishing new telecommunications subsystems and systems and/or initiating alterations. Accordingly, all USPS personnel must comply with procedures and practices in this manual.

367.3 Scope

.31 **Radio Systems.** At present, this section pertains primarily to radio, including radio paging, two-way base, portable and mobile radio equipment, and all fixed radio system installations and modifications thereto. More detailed instructions are forthcoming relative to television.

.32 **Types of Changes.** The following major changes or installations require prior Headquarters approval:

a. Installation, modification or expansion of a radio system or sub-system.

b. New frequency assignments or change to existing frequency assignments.

c. Relocation of an existing system/sub-system.

d. Removal of an existing system/sub-system.

367.4 Procedures

.41 **Inspection Service.** Submit requests through proper channels for each specific installation, addition or removal of radio sub-systems through the postal inspector in charge, to the Chief Postal Inspector.

.42 Other USPS Radio Systems

.421 Submit requests for the installation, modification, or expansion of radio systems through proper channels to the Telecommunications Division, USPS Headquarters, for final review and approval.

.422 If a request is disapproved at any management level of the review channels, it will be returned directly to the requesting office without referral to other authority. Requests must include the following information:

a. Narrative description of the requirement.

b. Justification.

c. List of equipment necessary for a complete operational radio system; manufacturer, model number of equipment, transmit power of all transmitters of the system, geographical radius to be covered, and operational frequency range of the radio equipment.

.43 **Frequencies.** Submit requests for a new frequency or a change to an existing frequency through channels (see 367.42). Requests must include the following information:

a. Type of operation in which frequency will be employed (i.e., vehicle control, building maintenance, mail processing, Inspection Service, etc.).

b. Emissions (example: 16F3E).

16 = Bandwidth in Kilohertz
F = Frequency modulated
3 = Single channel
E = Telephony, F = Television

c. Bandwidth; first factor of emission above, reported in 3 figures (i.e., 16.0).

d. Radius (i.e., 3.00) frequency will be required to cover.

e. Geological coordinates in degrees, minutes and seconds of transmiter/receiver antenna and control station is applicable.

f. Elevation of antenna above sea level and ground level (two items).

g. Antenna gain.

h. Nomenclature or manufacturer's model number of equipment.

i. Quantity of radios.

j. Statement—"This radio system configuration and operation complies with the technical standards, requirements and objectives of chapter 5, NTIA Manual of Regulations and Procedures for Federal Radio Frequency Management."

.44 **Relocation.** Submit requests for relocation of existing radio systems through proper channels (see 367.4). Requests for the move of a radio system must include the reason for the change and the infomation required in section 367.43 d, e, and f.

.45 **Discontinuance.** Submit requests for the discontinuance of an existing radio system through channels (see 367.4). Requests must include the following data:

a. Reason for discontinuance.

b. Radio frequency/frequencies being vacated.

c. Disposition of radio equipment.

367.5 Radio Interference. Radio interference that significantly affects the efficient operation of the radio system or poses a danger to personnel because of the inability to communicate must be reported to the Telecommunications Division immediately.

370 Printing, Copying, and Duplicating

371 General

371.1 Regulatory Considerations

Printing and duplicating are costly, and subject to control and scrutiny by Congress, Office of Management and Budget, General Accounting Office, and the Government Printing Office (GPO). Costs are increased unless there is adequate planning, administrative control, and use of standard production economies. Postal installations producing or procuring printing, duplicating, or related services must comply with regulations and procedures in this subchapter, as well as with local monetary limitations.

371.2 Policies

.21 Printing and Duplicating

All printing and duplicating produced by and for postal installations must pertain to the mission of the Postal Service. Requesters and producers will review material to ensure (a) that nonessential printing and duplicating are eliminated, and (b) that printed and duplicated material is planned, edited, produced, and distributed economically.

.22 Centralization

Duplicating and related services and equipment will be centralized when more than one postal facility are located in the same building or vicinity.

371.3 Definitions

.31 Processes

.311 Printing. A production process which includes composition (such as typesetting), platemaking, presswork, binding, and microform, except as defined under duplicating.

.312 Copying. Reproduction of documents by processes such as photocopying, diazo, or electrostatic process.

.313 Duplicating. Reproduction by a process such as offset, spirit, or stencil, in a postal unit other than an authorized printing plant. The production limits of duplicating are: up to 5,000 copies of any one page or 25,000 copies per job of multiple pages.

.32 Types of Printing

.321 Headquarters Printing. Printing produced at or through Headquarters for use anywhere in the Postal Service.

.322 Field Printing. All printing produced in authorized government plants or through GPO's Regional Printing Procurement Offices (RPPOs), which originates and is for use primarily in the geographic area of origin.

.323 Commercial Field Printing. All printing procured from commercial sources that originates and is for use primarily in the geographic area of origin.

.33 Printing and Duplicating Terms

.331 Camera Copy. Any furnished material (typewritten copy, pictures, artwork, etc.) ready to photograph for subsequent printing.

.332 Manuscript. Any material (typewritten, handwritten, or excerpts from previously printed material) that will be composed in type before printing.

.333 Composition. Text or tabular material that has been typeset. May include charts, tables, text, and illustrations.

.334 Presswork. Reproduction of printed matter using a duplicator or printing press. Includes offset, letterpress, stencil, or spirit processes.

.335 Blank books. General printed books carried as stock items and requiring no additional printing after receipt. Includes ledgers, logs, record books, etc.

.34 Microform

Any product produced in miniaturized image format, for mass or general distribution and as a substitute for conventionally printed material, but not including microfilming of administrative records, accounting reports, or similar items reproduced with fewer than 250 copies.

371.4 Responsibilities

.41 Overall

The Printing Division, Procurement and Supply Department, at Headquarters, is the USPS authority on printing, duplicating, and copying (including microform production), and is responsible for:

a. Promoting effectiveness and economy in these areas.

b. Supervising and making policy for the Headquarters Printing Plant.

c. Disallowing any request for printing or duplicating if the material is inaccurate, improper, or unnecessary.

d. Maintaining liaison with the Joint Committee on Printing (JCP), GPO, and all other government agencies, on all printing and duplicating matters.

e. Approving requests for some duplicating and related equipment. (see 373).

f. Serving as a member of Headquarters Procurement and Supply Management Assistance Team, which conducts onsite surveys of duplicating facilities and field printing.

g. Providing technical assistance to regional offices, PDCs, and post offices for consolidating and centralizing duplicating facilities, when feasible and economical.

.42 Regions and Field

Regional and district offices, MSCs and post offices must each designate a staff level official (administrative manager) to approve requests for printing, duplicating, and copying (both paper and microform). Duties of these administrative managers are:

a. Check requests to ensure that material is necessary, up-to-date, accurate, and complies with USPS policies and procedures.

b. Study existing equipment systems to assess the need for improvements and show, with a cost comparison, the economic worth of investment in equipment systems.

c. Assure that duplicating and copying activities perform properly and economically.

d. Centralize duplicating activities as in 371.22.

e. Maintain records of duplicating equipment used, and cost and production data on copying and duplicating equipment.

f. Review JCP reports for accuracy before forwarding to next higher level.

g. Review duplicating procedures and record keeping to ensure their adequacy.

h. Centralize the control and printing of forms authorized for local reproduction, to avoid duplicate printing requests and uncontrolled storage.

371.5 Legal Considerations

.51 Reproducing Copyrighted Material

.511 Policy. The rights of the copyright owner must be recognized, and permission must be obtained, any time reproduction of copyrighted material exceeds *fair use*. (See 17 U.S.C. and 107, as enacted by P.L. 94-553.) Public Law 86-726 does not relieve the government from liability for infringement of a copyright. This statute established the Court of Claims as the forum in which actions for copyright infringement by the government may be heard.

.512 Procedure. On each piece or portion of copyrighted material reproduced, the following information must appear: *copyright*, (name of proprietor), (date of copyright). This avoids further infringement by persons who would otherwise be unaware that the material is copyrighted.

.513 Responsibility. The office requesting reproduction is responsible for ensuring that the copyright notice is on all reproduced copyrighted work.

.52 Copyrighting USPS Material

Consider copyrighting in the name of the Postal Service any publications intended for distribution to the public, including pamphlets and newsletters, if they are considered important enough to warrant control by the USPS now or in the future, Information concerning the copyright procedure may be obtained from the Patent Counsel, Law Department, at Headquarters.

.53 Trademarks and Service Marks

.531 Registered Marks. The following are registered trademarks and service marks of the Postal Service:

United States Postal Service
U.S. Mail
Express Mail
Express Mail Custom Designed Service
Express Mail Programmed Service
First-Class Mail
Here Today . . . There tomorrow
Mr. ZIP
Postique
ZIP Code

USPS emblem

International Express Mail logotype

The USPS corporate identification color scheme.

.532 Requirements. Proper use of these registered marks includes the following:

a. The initial letters of the marks must be capitalized, to distinguish them from terms that are not used as trademarks. (For example *Express Mail* is capitalized; *registered mail*, which is not a trademark, is not.)

b. The trademarks must be used in the form listed in 371.531. (For example, *Express Mail Custom Designed Service*, not *Custom Designed Express Mail; ZIP Code*, not *Zip Code; First-Class Mail*, not *First Class Mail.*

c. Registered marks must also be identified by the encircled ®, which is evidence of registration, except:

- *(1)* When used in the body of a text; or
- *(2)* The USPS emblem when used on letterheads or business cards.

.533 Common Law Marks. The Postal Service has additional trademarks which have not yet been registered. The requirements of 371.532a apply to these "common law" marks, and they must be used in the form listed below, but they are not identified by the encircled ®. Instead, the superscript initials ™ can be used to identify them. The common law trademarks and service marks of the Postal Service, for which registration is pending or proposed, include:

CON-CON
E-COM (and the E-COM envelope and indices design.
Express Mail Metro Service
Express Mail Next Day Service
Express Mail Same Day Airport Service
INTELPOST (and the INTELPOST logotype)
Presort
The Benjamin Franklin Stamp Club logotype
The puppet figure Elwood P. Zap

.534 Reference. Additions to the list of Postal Service trademarks are announced periodically in the Postal Bulletin. Specific questions concerning proper use of the Postal Service's trademarks and service marks, and examples of their apparent misuse by others may be directed to the Procurement Division, Office of Contracts and Property Law, Law Department, at Headquarters.

371.6 Restrictions

.61 Duplicating

.611 Quantities. No more than 5,000 production units of any one page may be produced in-house. Multiple-page jobs may not exceed 25,000 total production units (pages multiplied by number of copies). Jobs requiring greater quantities must be procured as printing (field or commercial field). (See 374.)

.612 Offset Duplicators. Plates made from reusable contact negatives or positives prepared with a camera requiring a darkroom are not to be used on offset duplicators in field facilities.

.62 Printing Included in Contracts

.621 Contractors should not become primary or substantial sources of printing. Therefore, the purchase of printing within contracts for the manufacture or operation of equipment or for services (e.g., architectural, engineering, or research) is prohibited unless:

a. Directives and Forms Division approves, and

b. Printing Division determines that the work is nonroutine. See 5-500(b)(ii), Pub. 41, *Postal Contracting Manual* (PCM).

.622 For this restriction, a requirement for a contractor to duplicate fewer than 5,000 copies of one page or fewer than 25,000 copies total of multiple pages, with maximum image of 10-¾ by 11-¼ inches, is not considered printing.

.63 Procurement

.631 Blank Books. May be procured commercially if:

a. They are not available through GSA.

b. They do not require printing or binding.

c. No order(s) exceeds $500 for each type in any one year.

.632 Calendars. Only standard government desk and wall calendars are authorized. They must be ordered from GSA using FEDSTRIP procedures.

.64 Directives and Forms

.641 Official Issuances. Reprinting directives and other official issuances is prohibited unless approved by Directives and Forms Division.

.642 Forms. Forms may not be reproduced or printed locally without prior approval of Directives and Forms Division.

.643 Free Distribution. Field installations may not distribute more than 50 free copies of any USPS publication to any private individual or organization, without prior approval of Directives and Forms Division, unless the production cost of the distributed publications is less than $100. Requests for approval must state the number and title of the publication, quantity desired, and name of person or organization to receive it. This restriction also applies to free distribution in bulk of any material to private individuals or organizations for redistribution to their mailing lists.

.644 Identifying Publications. All printed documents and publications must include the name of the issuing branch, division, or office, and the date of issuance.

.645 Posters, Signs, and Notices. Printing of local posters, signs, and notices must be approved by the Regional Postmaster General and the department or office at Headquarters with interest in the subject.

.65 Standards

.651 Paper. Use the *Government Paper Specification Standards* in preparing procurement documents for paper stocks and in specifying paper stocks for printing or duplicating use. Regional general managers, procurement division, have copies of the standards.

.652 Letterheads and Envelopes. Standards for paper size, grade, and weight, and for colors of ink and paper, when used for official USPS correspondence, are in Publication 24, *Supply Catalog.*

.66 Printing Prohibitions

.661 Greeting Cards. No printing or engraving of greeting cards at USPS expense.

.662 Commercial Advertisements. Printed material may not contain any advertisements by or for any private individual, firm, or corporation, or any material that implies in any way that the Postal Service endorses or favors a specific commercial project, commodity, or service.

.663 Private or Commercial Work. No printing or duplicating of a private or commercial nature may be done at any USPS installation even though the Postal Service is reimbursed.

.664 Stationery

a. Embossed. Embossed or thermographic stationery may not be printed.

b. Personalized. Printing or overprinting names of officials or telephone numbers on official stationery is prohibited.

.665 Color Printing.

a. Printing in two or more colors is prohibited, except when (1) additional colors provide a functional value to the work, and (2) prior approval is obtained from the appropriate APMG or RPMG or designee. Requests for additional colors must include a layout of the work, the cost for extra colors, and detailed explanation of the functional value.

b. Situations justifying multicolor printing include:
  (*1*) Maps and technical diagrams using additional color for clarity.
  (*2*) Easier identification of objects such as flags, uniforms, etc.
  (*3*) Promotional or motivational purposes such as safety programs, savings bond drives.

c. Situations not justifying multicolor printing:
  (*1*) Additional color used primarily for decorative effect.
  (*2*) Additional color used primarily in lieu of effective layout and design.
  (*3*) Additional color used excessively, e.g. four colors, when two or three would suffice.

.67 Artwork and Credits

.671 Art Signatures. Signatures on artwork must be in proportion and relation to the design. Signatures of technical illustrators, designers, typographers, or layout artists are not printed.

.672 Illustrations. If illustrations are used, they must:

a. Relate directly to the subject to explain the text.
b. Not serve to aggrandize any individual.
c. Be in good taste.
d. Be restricted to the minimum size necessary to accomplish their purpose.

.673 Courtesy Credit Lines.

a. When uncopyrighted material is contributed or loaned, courtesy credit lines are permitted. They must be in the smallest practical type face, subordinate to both text and illustration.

b. No credit is given when this material is purchased.

c. When such material comes from a single nongovernmental source, credit is given in an undisplayed preliminary paragraph, instead of being repeated on individual pages.

d. Employee bylines in USPS publications are limited to authors and photographers who have articles and photographs in the publication. The byline is printed right next to the article or picture created.

e. Authors' names are not printed on covers of publications to identify authorship. This restriction does not apply to backstrips (spines), self-covers, or title pages.

f. Printed mastheads of USPS newsletters or bulletins must include **U.S. Postal Service** and the name of the issuing office. Names of the office head, managing editor, sports editor, photo editor, and art director, or their editorial equivalents, are the only additional names that may be included.

.68 Mailing

.681 Mailing Lists. All postal installations must revise their mailing lists at least once a year. This minimizes material being improperly addressed or mailed to persons who no longer want it. Use titles on mailing lists instead of names, to reduce cost of list maintenance.

.682 Self-Mailer Technique. Print the penalty indicia, return address, and mailing address directly on materials rather than envelopes, whenever feasible and economical.

372 Reproducing Local Publications

372.1 Types of Publications

Local publications are formal issuances such as manuals, handbooks, pamphlets, booklets, brochures, and newsletters. Office memoranda, schemes, internal circulars, schedules, etc. are not included.

372.2 Publication Criteria

Postmasters must consider the following before requesting approval for a publication:

a. Necessity. Local publications must be essential to the Postal Service.

b. Repetition. Avoid repeating instructions in the manuals, Postal Bulletin, or other official directives.

c. Cost. An estimated cost per page of $150 is considered reasonable. In estimating cost, include such factors as salaries, draft preparation, approval time, printing materials and equipment, and general overhead.

d. Contents. If material has nationwide interest, the postmaster should request that the region consider proposing a national publication. Regions should submit any such proposal to the appropriate Headquarters department for consideration.

e. Conformity. Publications must conform to regulations.

372.3 Newsletters

.31 Policy

Post offices with an employee complement of 250 or more are encouraged to publish a regularly issued employee newsletter.

.32 Procedures

See 342.2 for advice and assistance.

.33 Requirements

.331 Contents. All material used in local newsletters must be approved by the postmaster/facility manager in charge of the issuing office and conform to postal policies. For questions on policy, seek clarification from the regional general manager of communications, or from the RPMG or designee.

.332 Restrictions. Newsletters may not initiate or amend instructions, procedures, or reports, or change or modify in any way USPS directives or other official publications.

.333 Illustrations. Illustrations such as photographs or line drawings must relate entirely to information essential to the Postal Service, and must be used sparingly. *Example:* An award ceremony.

.334 Reproduction Method. Post offices are not authorized (a) to reproduce, on their own equipment, plates made photomechanically, or (b) to exceed quantity limitations (see 371.61). Newsletters requiring photomechanical plate preparation or copies exceeding limitations must be purchased as printing (see 374).

.335 Cost. Newsletters must be produced economically, e.g., by using 8-½ x 11 inch or 8-½ x 14 inch paper; printed on both sides with minimum margin; one color of ink.

.336 Distribution. Printed copies must be delivered in bulk to stations, branches, lunchrooms, clock areas, and cafeterias, for distribution to employees. However, newsletters may be mailed directly to employees' homes after obtaining authority from the Rates and Classification Department at Headquarters.

.337 Copies. Post offices publishing an employee newsletter must send two copies of each issue to the Public and Employee Communications Department at Headquarters, and one copy to the regional P&EC director.

372.4 Publications Other Than Newsletters

.41 Procedure

Postmasters submit proposed publications in outline form for regional approval, using Form 1576, *Requisition for Duplicating Services*. Include justification for the publication, estimated number of printed pages, quantity to be printed, and a list showing the number to be distributed to each receiving point. If the publication meets the criteria, the region returns the outline to the post office to prepare the final manuscript, and indicates how and where the publication will be reproduced.

.42 File Copies

One copy of each publication printed must be attached to a copy of the Form 1576 and kept in the requisition file for 1 year. The file is post audited periodically as part of the post office inspection.

373 Copying and Duplicating

373.1 General

.11 Use

Copying, duplicating, and related equipment is furnished to field offices for *short-run* administrative work. (See 371.61 for limitations.)

.12 Equipment Authorized

.121 Exhibit 373.12 shows copying, duplicating, and related equipment authorized for field duplicating. Procurement *is not* automatic. Each item must be justified on a demonstrable need basis and approved as indicated.

.122 Names of commercial manufacturers and trade names are provided as examples only. Their inclusion does not imply endorsement by the Postal Service, nor does their exclusion imply nonendorsement.

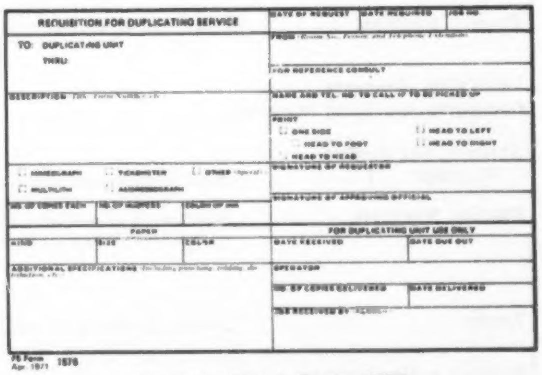
.13 Production Units

.131 Duplicating. The standard production unit for offset, stencil, spirit, and other duplicating equipment is 8-½ x 11 inches. In determining a production unit, do not consider any fraction of 8 ½ x 11 inches. For example, an 11 x 17 inch press with a maximum image of 10-¾ x 14 ¼ inches has a capacity of more than the standard 8 ½ x 11 inch unit, but it is too small to produce two full 8 ½ x 11 inch units; so the work would be recorded as one unit per impression.

.132 Microform. The standard production unit is one roll of microfilm 100 feet in length, one microfiche, or one aperture card.

373.2 Acquiring Services

.21 Request for Duplicating and Microforms. Use Form 1576 to request duplicating and related services. (See Exhibit 373.21.) The designated administrative official (371.42) reviews and approves the request and retains one copy of Form 1576 and a sample of the finished job for at least 3 months.



REQUISITION FOR DUPLICATING SERVICE
DATE OF REQUEST
DATE REQUIRED
JOB NO.
TO: DUPLICATING UNIT
THRU:
FROM
FOR REFERENCE CONSULT
DESCRIPTION
NAME AND TEL. NO. TO CALL IF TO BE PICKED UP
PRINT
☐ ONE SIDE
☐ HEAD TO FOOT
☐ HEAD TO HEAD
☐ HEAD TO LEFT
☐ HEAD TO RIGHT
☐ MIMEOGRAPH
☐ OTHER
☐ MULTILITH
☐ ADDRESSOGRAPH
SIGNATURE OF REQUESTOR
NO. OF COPIES EACH
NO. OF MASTERS
COLOR OF INK
SIGNATURE OF APPROVING OFFICIAL
PAPER
KIND
SIZE
COLOR
FOR DUPLICATING UNIT USE ONLY
DATE RECEIVED
DATE DUE OUT
ADDITIONAL SPECIFICATIONS
OPERATOR
NO. OF COPIES DELIVERED
DATE DELIVERED
JOB RECEIVED BY
PS Form 1576
Apr. 1971

Exhibit 373.21 Form 1576

Copying, Duplicating, and Related Equipment Authorized for Field Duplicating Activities

Equipment	Examples or Description	Acquisition subject to approval by: Hq(1)	Region(2)
Copying Machines			
Table top	Apeco, Canon, Dennison, A.B. Dick, Minolta, Mita, OCE, Olivetti, Royal, Savin, Saxon, Sharp, Toshiba, 3M, Xerox, etc.		X
Console	Canon, Eastman Kodak, IBM, Minolta, Pitney-Bowes, Royal, SCM, 3M, Toshiba, Xerox, etc.		X
Color	3M, Xerox, etc.	X	
Offset Platemaking Units	Direct image, not requiring use of negatives		X
Stencil Makers			
Electronic	A.B. Dick, Gestetner, Ditto, etc.		X
Electric	Gestetner, A.B. Dick, Rex Rotary, Roneo, Speed-O-Print, etc.		X
Duplicators			
Offset presses	Single unit, sheet fed, provided maximum sheet size capability is not larger than 11x17 inches and image size is not larger than 10-¾ x 14-¼ inches		X
	Two unit perfecting and/or tandem, sheet-fed or roll-fed (11x17 inches) with maximum image of 10-¾ x 14-¼	X	
Duplicating/Copying Systems Equipment that feeds and/or cycles originals, reproduces copies, and sorts and/or staples sets in continuous operation automatically.	Xerox 9500, 9400, 9200, 8200, and 5600; Addressograph-Multigraph TCS-4 and 5; A. B. Dick 1500 and 1600; ITEK 969 and 165/969; and Eastman Kodak Ektaprint 100AF and 150 AF	X	
Addressing Machines Automatic and manual	Elliott, Pitney-Bowes, Addressograph, Graphotype, Scriptomatic, etc.		X
Silk Screen Process Unit Manual only			X
Inserting and Mailing Machines 1-4 stations, power-operated	Bell and Howell, Pitney-Bowes, etc.		X
Collating Cabinets Electric or manual			X
Collating Machines	Power operated, sheet only, including stacker and/or stitching attachments		X[1]
Cutters, Paper	Power operated, up to 31 inches		X
Drilling Machines	Paper, power operated, up to 3 spindle		X
Folding Machines	Sheet-size capacity 14 x 24 inches or less		X
	Sheet fed, for folding diazo prints (engineer drawings, etc.)		X
Jogging Machines	Power operated, table models only		X
Laminating Machines			X
Packaging and Tying Machines			X
Stitching and Binding Machines	Hand operated and electric table models		X
Stapling Machines	Wire spools or pre-formed staples, power-operated, maximum capacity 7/8 inch single head only		X
Tables	Bindery, gathering, rotary, power-operated		X
Wrapper and/or Banding Machines	Kraft paper of shrink film		X

---

[1] Acquisition must be reported within 30 days on JCP Form 3 to the Printing Division, Headquarters. (See 376.3.)

.22 Log. Use Form 1858, *Duplicating Control Register,* to log duplicating jobs. Retain these logs for 1 year. (See Exhibit 373.22.)

373.3 Acquiring Equipment

.31 Application. These procedures apply to the purchase, rental, or transfer of copying, duplicating, and related or auxiliary equipment listed in Exhibit 373.12.

.32 Transfer

.321 USPS Excess Equipment. The Procurement Services Office (PSO) manager maintains an inventory of all excess equipment in the region, and is authorized to transfer those items from one installation to another, after appropriate approval by Headquarters or Region as in 373.332.

.322 Other Agency Surplus Equipment. With appropriate approval as in 373.332, the PSO manager may obtain surplus equipment from other Federal agencies.

.33 Purchase or Rent

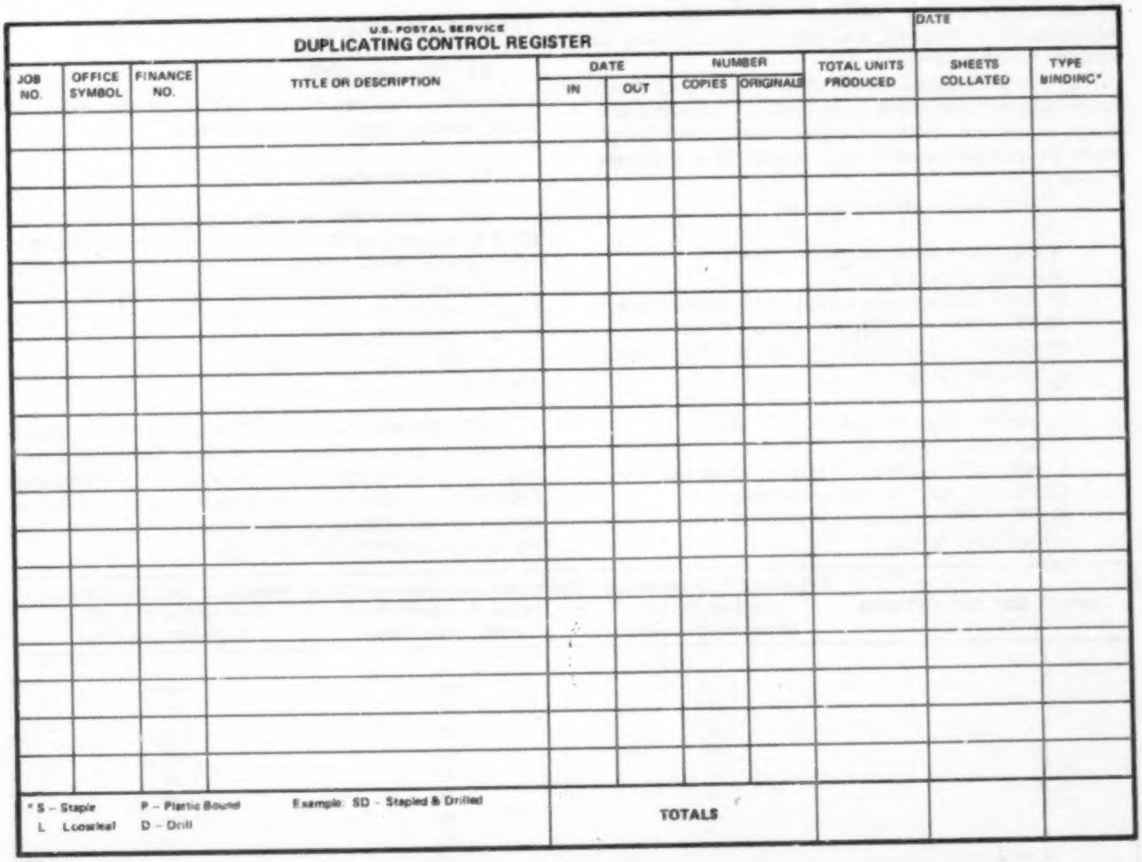
.331 Requests. Requisition purchase or rental of items on Form 7373, *Equipment Requisition.* Include: justification; location where equipment will be placed; copy of Form 1858 for the previous 3 months; make and model; estimated cost; and, if applicable, trade-in allowance, make, model, and age of equipment being replaced.

.332 Approvals.

*a. **Field.***The regional General Manager, Procurement Division, or designee, reviews justifications and approves requests for items indicated in column 2 of Exhibit 373.12.

b. Headquarters. Forward requests for items in Column 1 to the General Manager, Printing Division, Headquarters, for final approval.

.333 Filing Requests. Requests that cannot be filled from excess or surplus equipment are purchased or rented by the PSO manager, or by Contract and Supply Management Branch manager for regional offices.



U.S. POSTAL SERVICE
DUPLICATING CONTROL REGISTER

DATE

JOB NO.	OFFICE SYMBOL	FINANCE NO.	TITLE OR DESCRIPTION	DATE		NUMBER		TOTAL UNITS PRODUCED	SHEETS COLLATED	TYPE BINDING*
				IN	OUT	COPIES	ORIGINALS			
* S – Staple L Looseleaf	P – Plastic Bound D – Drill	Example: SD - Stapled & Drilled		TOTALS						

PS Form 1858
Sep 1978

Exhibit 373.22 Duplicating Control Register

373.4 Repair/Replacement Criteria

.41 Copying Machines

Normal depreciation for copying equipment is 20 percent per year. The primary factor for replacement is the cost per copy. New equipment may obsolete existing equipment. While existing equipment may be in good condition and still be productive, new equipment may actually be more economical.

.42 Duplicating and Auxiliary Equipment

.421 Depreciation. Normal depreciation for duplicating and auxiliary equipment (e.g., platemakers, collators, drilling machines, paper cutters, addressing machines) is 10 percent per year. This is based on full use of the equipment. Some equipment is old, but with proper maintenance and repair, could serve effectively for several additional years.

.422 Standard Replacement Cost Percentage Scale

a. Exhibit 373.422 shows average allowances for replacement and repair of duplicating and auxiliary equipment. Using this scale, equipment is replaced only when the estimated cost of repairing or reconditioning exceeds the maximum one-time repair limit. This permits orderly retirement of equipment, and timely programming of funds for new equipment.

b. No trade-in allowance or expenditure of funds for replacement equipment is established for the first year of age, as this year is covered by the manufacturer's warranty. Repairs are made by the manufacturer under the warranty.

c. Examples of applying the scale:

(1)
Acquisition cost of machine = $3,000;
Machine is 7 years old;
$3,000 × 16% trade-in = $480 trade-in allowance;
$3,000 - $480 = $2,520 replacement cost;
$2,520 × 30% repair limit = $756 maximum repair limit for 7th year.

(2)
Acquisition cost of machine = $2,500;
Machine is 5 years old;
$2,500 × 40% trade-in = $1,000 trade-in allowance;
$2,500 - $1,000 = $1,500 replacement cost;
$1,500 × 60% repair limit = $900 maximum repair limit for 5th year.

374 Printing

374.1 Headquarters Printing

.11 Responsibility. The Printing Division at Headquarters is responsible for all matters relating to Headquarters printing. (See 5-501(a)(i) of Pub. 41. The Printing Division determines how Headquarters printing requirements are filled, i.e., in-house, by GPO, or by direct contract with commercial sources.

.12 Routine Work. Work that does not require quick delivery, strict quality control, rigid specifications, or strict production control, and cannot be done in-house, is obtained from GPO.

.13 Nonroutine Work. Work that requires quick delivery, strict quality control, rigid specifications, or strict production control, and cannot be done in-house, may be procured directly from commercial sources. The Office of Contracts (Procurement and Supply Department) procures printing by commercial contract.

374.2 Field Printing

.21 Responsibility

Procurement Services Offices (PSOs) are responsible for filling printing requirements in the field.

.22 Procurement

.221 Locations. Field printing is procured from GPO Field Printing Offices, authorized printing plants of other government agencies, or GPO Regional Printing Procurement Offices (RPPOs) on a reimbursable basis. Field printing offices of these agencies are as follows:

a. RPPOs. See list in Exhibit 374.221a.

b. GSA and Other Agencies. See list in Exhibit 374.221b.

.222 Types of Jobs. GPO RPPOs maintain general purpose term contracts for printing forms, and term contracts for printing other forms and publications. RPPOs also handle special jobs individually. Further instructions and ordering procedures may be obtained from the respective GPO RPPO manager.

Age of Equipment (Years)	Estimated Allowance on Trade-In (% of Acquisition Cost)	Estimated Replacement Cost, Using Trade-In (% of Acquisition Cost)	Maximum One-time Repair Cost Authorized (% of Replacement Cost
1	---	---	---
2	76	24	80
3	64	36	70
4	52	48	70
5	40	60	60
6	28	72	40
7	16	84	30
8	12	88	20
9	5	95	10
10 (and over)	5	95	10

Exhibit 373.422 Standard Replacement Cost Percentage Scale

.23 Requisitioning.

.231 *GPO RPPOs.*

a. No orders can be accepted on USPS purchase orders. Requisitions for printing and binding services are limited to the following forms:

(*1*) For Individual Jobs. Standard Forms 1, *Printing and Binding Requisition*, or 1c, *Printing and Binding Requisition for Specialty Items*.

(*2*) For Term Contracts. GPO Form 2511, *Memorandum Order and Supplementary Specifications*.

b. GPO prefers that all orders for requirements on term contracts be submitted through their RPPO. If schedule requirements will not permit time for processing through the GPO RPPO, arrangements may be made between the ordering office and the GPO RPPO manager for direct placement by the ordering office with the contractor.

.232 *GPO Field Service Offices.* Use GPO Form 3019, *Printing and Reproduction Service Requisition*.

.233 *Other Government Agency Plants.* Prepare form prescribed by the department or agency that will perform the work.

.24 Commitment of Funds

.241 *Scope.* Headquarters and field offices follow the same procedures for committing printing funds and certifying GPO invoices.

.242 *Requisition Numbering.* Requisitions (see 374.23) are numbered uniformly with no more than 12 characters consisting of: location and finance number, fiscal year, and sequential requisition number.

Example:	1 0	5 6 0 3	---	80	---	0 0 0 1
	Loc.	Fin. No.		FY		Req. No.

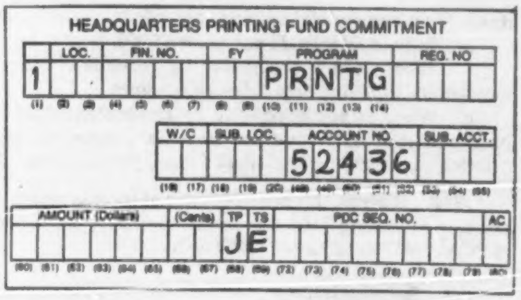
.243 *SIBAC Billing Address Code.* All requisitions for GPO Services must include the six-digit billing address code.

.244 *Printing Funds Commitment Stamp.* Each PSO or office authorized to purchase printing from GPO locally purchases a rubber stamp for processing printing funds commitment documents. (See Exhibit 374-244.)

.245 *Commitments.*

a. Check requisition, making sure requisition number is correct and a complete billing address is shown.

b. Stamp reverse of one copy of the requisition with the funds commitment stamp. Fill in location and finance number, FY, requisition number, and gross amount. Leave sub-account, W/C sub loc., PDC Seq. No., and AC blank.



HEADQUARTERS PRINTING FUND COMMITMENT

	LOC.	FIN. NO.	FY	PROGRAM	REG. NO
1				PRNTG	

W/C	SUB. LOC.	ACCOUNT NO.	SUB. ACCT.
		52436	

AMOUNT (Dollars)	(Cents)	TP	TS	PDC SEQ. NO.	AC
		J	E		

Exhibit 374.243 Printing Funds Commitment Stamp

c. Each Friday, sort by type of requisition (e.g., SF-1, Form 3019, GPO Form 2511) and put in numerical order.

d. Run calculator tape totaling estimated commitment for each group of requisitions.

e. Indicate the inclusive requisition numbers on each tape, noting any missing numbers.

f. Staple tape to group of requisitions.

g. Mail all documents in one envelope to respective PDC.

.25 Invoice Certification

.251 GPO bills the USPS by submitting a consolidated invoice (GPO Form 400, *Invoice*) listing one or more requisition numbers, to the PDC with geographic responsibility for the procuring office.

.252 The PDC forwards the GPO Form 400 to the original procuring office (PSO, regional procurement division or contract and supply management branch, or Printing Division at Headquarters).

.253 The procuring office verifies receipt of product and stamps or writes on GPO Form 400: *Merchandise received, invoice is proper for payment*, and sign.

.254 List any discrepancies on the GPO Form 400 and call the GPO SIBAC representative to resolve the discrepancy. (GPO SIBAC representative—(202) 275-2945.)

.255 Retain a copy of the GPO Form 400 to file with the completed requisitions.

.256 Mail certified invoices to the PDC in envelope marked *Invoices Only*.

.257 Do not mail invoices back to the PDC without resolving discrepancies with the GPO SIBAC representative.

374.3 Commercial Field Printing

.31 Procurement

.311 *Criteria.* Regional and field offices with procurement authority in PCM 1-407 may procure printing direct from commercial sources, provided:

a. Individual jobs do not exceed $500.

b. Jobs are not continuing or repetitive, such as newsletters, bulletins, schedules, or schemes.

c. Work is not conducive to establishment of an open-end indefinite contract such as general purpose printing contracts for cut-sheet forms, publications, etc.

.312 Waiver. Direct commercial procurement of printing exceeding $500 but within monetary limitations in PCM 1-407 must have a GPO waiver.

.32 Requisitioning

Use Form 7334, *Order-Invoice-Voucher*, for work to be performed by commercial contractors.

.33 Reports

All procurement of commercial printing must be reported semiannually to Headquarters (see 375.1).

374.4 Business Calling Cards

.41 Policy

.411 Printing business cards at Postal Service expense is authorized for USPS personnel, only:

a. If their duties require them to meet with persons outside the Postal Service in circumstances where business cards would facilitate the conduct of postal business, and

b. When the proposed procurement has been approved by an authorized official based on such established need.

.412 This policy is not intended to encourage any widespread authorization of business cards. Authorized officials must carefully consider the nature, frequency, level, and circumstances of outside contacts entailed by a position, before approving procurement of business cards for the incumbent.

.42 Procedures

.421 Controls. Consistent with policy, regions will:

a. Assess the need and cost/benefits of providing business cards.

b. Issue appropriate guidelines to regional staff and the affected postal installations on:

- (*1*) Who may have such cards;
- (*2*) Who is authorized to approve their purchase;
- (*3*) How and in what quantities they may be purchased, and
- (*4*) How they are to be charged to the using organization.

c. Maintain a regional control record on the total number of installations and positions, by type) for which the purchase of cards has been authorized.

d. Supply the Printing Division at Headquarters with up-to-date copies of regional guidelines and control record.

e. Periodically review cost/benefits of the program and amend guidelines accordingly.

.422 Ordering Cards. Ordering organizations may purchase cards under a Headquarters contract issued annually. *Exception*: Only the Postmaster General, Deputy Postmaster General, SAPMGs and RPMGs are authorized to use embossed cards. Embossed cards are ordered through the Office of Headquarters Services, Attn: Printing Division, USPS, Washington, DC 20260.

.423 Reference. The standard designs for business cards, shown in Exhibit 374.423, are prescribed in Publication 165, *USPS Design Control Guidelines*. No other design may be used.

375 Reports

375.1 Commercial Printing Report

.11 JCP Form 2

The Postal Service provides a semiannual report to JCP covering all transactions for composition, printing, binding, and blank-book work procured direct from commercial sources. JCP Form 2, *Commercial Printing Report*, is used. (See Exhibit 375.11.) The Printing Division transmits the reports to JCP 30 days after the close of each reporting period (October 1 to March 31 and April 1 to September 30).

.12 Frequency and Due Dates

Regional contracts and supply management branches, PSOs, and area supply centers are required to submit the report to the Printing Division, Room 2P-924 at Headquarters, no later than: April 30—covering period of October 1—March 31. October 30—covering period of April 1—September 30. *Note:* Negative reports are required.

.13 Material to Omit

Do not report the following:

a. Work procured through GPO RPPO or field service offices or other government printing plants.

b. Tabulating cards or printed envelopes ordered through GSA or USPS national contracts.

c. Copying and/or duplicating jobs.

d. Jobs costing $500 or less not fitting criteria in a, b, or c.

375.2 Acquisition of Power-Operated Collators

A report is required on the acquisition of each power-operated collating machine for any installation other than the Headquarters Printing Plant Branch. Use JCP Form No. 3, *Form for Reporting Acquisition of Power-Operated Collators for Use in Other Than Authorized Printing Plants.*

This report is forwarded to the General Manager, Printing Division, Headquarters, within 30 days after acquisition.

375.3 Supply of JCP Forms

A supply of JCP Forms 2 and 3 has been furnished to Regional offices. Additional copies may be obtained by calling or writing the Printing Division.

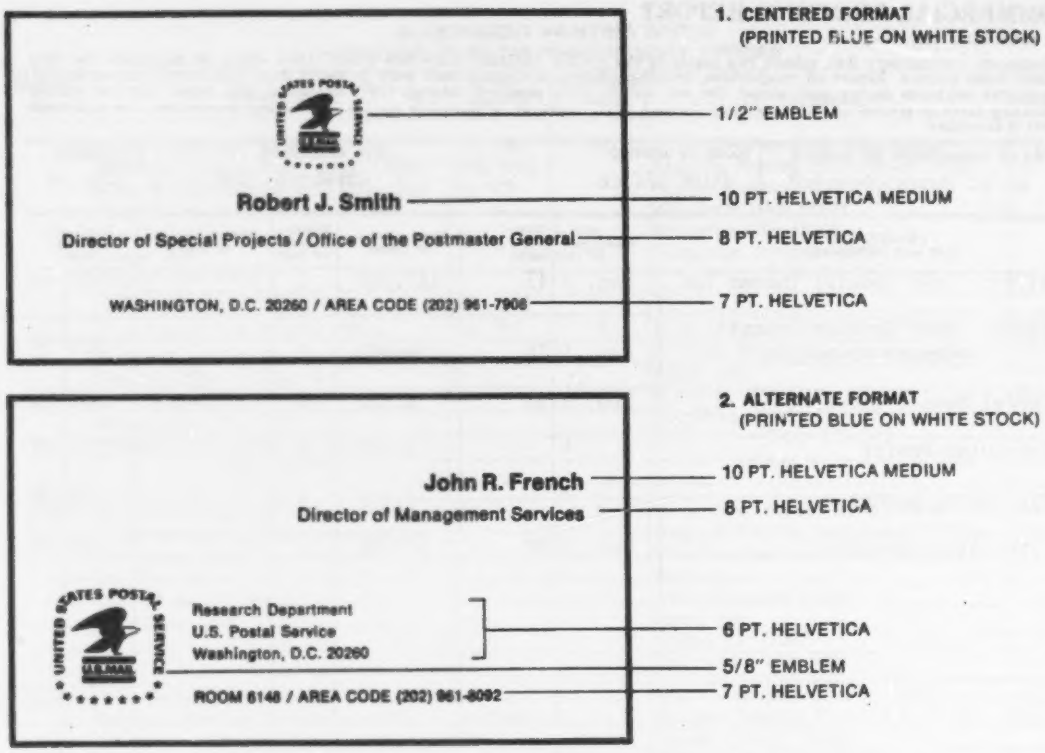
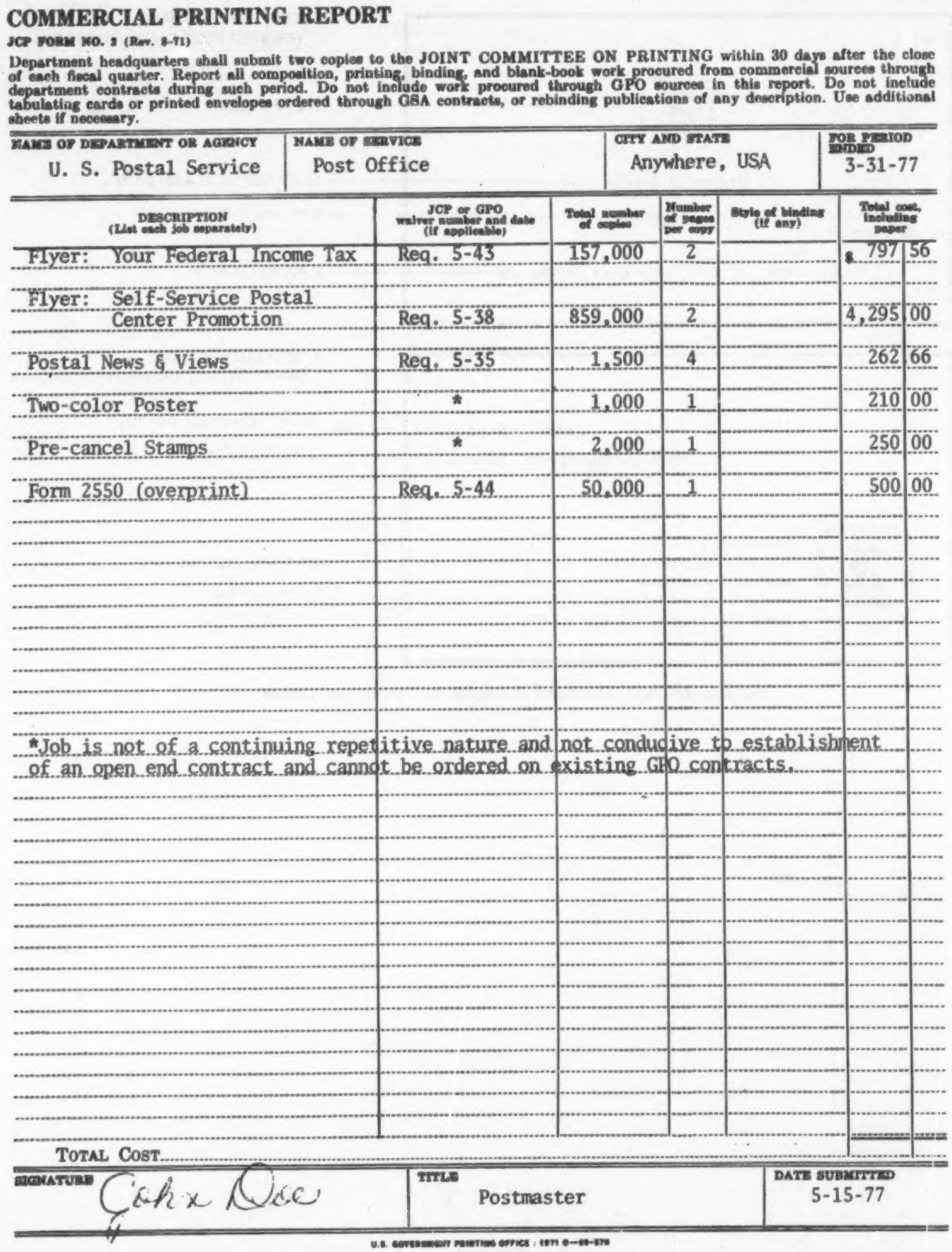

1. CENTERED FORMAT
(PRINTED BLUE ON WHITE STOCK)
1/2" EMBLEM
Robert J. Smith
10 PT. HELVETICA MEDIUM
Director of Special Projects / Office of the Postmaster General
8 PT. HELVETICA
WASHINGTON, D.C. 20260 / AREA CODE (202) 961-7906
7 PT. HELVETICA
2. ALTERNATE FORMAT
(PRINTED BLUE ON WHITE STOCK)
John R. French
10 PT. HELVETICA MEDIUM
Director of Management Services
8 PT. HELVETICA
Research Department
U.S. Postal Service
Washington, D.C. 20260
6 PT. HELVETICA
5/8" EMBLEM
ROOM 6148 / AREA CODE (202) 961-8092
7 PT. HELVETICA

Exhibit 374.423 Standard Designs for Business Cards



COMMERCIAL PRINTING REPORT

JCP FORM NO. 2 (Rev. 8-71)

Department headquarters shall submit two copies to the JOINT COMMITTEE ON PRINTING within 30 days after the close of each fiscal quarter. Report all composition, printing, binding, and blank-book work procured from commercial sources through department contracts during such period. Do not include work procured through GPO sources in this report. Do not include tabulating cards or printed envelopes ordered through GSA contracts, or rebinding publications of any description. Use additional sheets if necessary.

NAME OF DEPARTMENT OR AGENCY	NAME OF SERVICE	CITY AND STATE	FOR PERIOD ENDED
U. S. Postal Service	Post Office	Anywhere, USA	3-31-77

DESCRIPTION (List each job separately)	JCP or GPO waiver number and date (if applicable)	Total number of copies	Number of pages per copy	Style of binding (if any)	Total cost, including paper	
Flyer: Your Federal Income Tax	Req. 5-43	157,000	2		$ 797	56
Flyer: Self-Service Postal Center Promotion	Req. 5-38	859,000	2		4,295	00
Postal News & Views	Req. 5-35	1,500	4		262	66
Two-color Poster	*	1,000	1		210	00
Pre-cancel Stamps	*	2,000	1		250	00
Form 2550 (overprint)	Req. 5-44	50,000	1		500	00

*Job is not of a continuing repetitive nature and not conducive to establishment of an open end contract and cannot be ordered on existing GPO contracts.

TOTAL COST

SIGNATURE	TITLE	DATE SUBMITTED
John Doe	Postmaster	5-15-77

U.S. GOVERNMENT PRINTING OFFICE : 1971 O—[illegible]

Exhibit 375.11 Example of Commercial Printing Report

GOVERNMENT PRINTING OFFICE
REGIONAL PRINTING PROCUREMENT OFFICES

Region No.	Address	States Served	Region No.	Address	States Served
1	U.S. Government Printing Office Regional Printing Procurement Office John W. McCormack Post Office and Court House Post Office Square Room 1400 Boston, MA 02109 Telephone: (617) 223-7566	CT, ME, MA, NH, RI, VT	5(II)	U. S. Government Printing Office Regional Printing Procurement Office Federal Building, Room 34 200 North High Street Columbus, OH 43215 Telephone: (614) 469-6884 FTS: 943-6884	OH, KY, WV
2(I)	U.S. Government Printing Office Regional Printing Procurement Office Federal Office Building #6 5000 Wissahickon Avenue Philadelphia, PA 19144 Telephone: (215) 951-5691 or FTS: 438-5691	DE, NJ PA	6	U. S. Government Printing Office Regional Printing Procurement Office Room 1466 St. Louis, MO 63101 Telephone: (314) 622-4371 FTS: 279-4371	IA, KS, MN, MO, NE, ND, SD
2(II)	U.S. Government Printing Office Regional Printing Procurement Office 201 Varick Street 7th Floor New York, NY 10014 Telephone: (212) 620-3321 FTS: 660-3321	NY, NJ	7	U. S. Government Printing Office Regional Printing Procurement Office U.S. Courthouse and Federal Office Building 1100 Commerce Street Room 3B7 Dallas, TX 75202 Telephone: (214) 749-3111	AR, LA, OK, TX
3(I)	U.S. Government Printing Office Regional Printing Procurement Office 1st and N Streets, S.E. Washington, DC 20403 Telephone: (202) 755-9845	MD, DC, Northern VA	8	U.S. Government Printing Office Regional Printing Procurement Office Denver Federal Center Building 53, Room H-1004 Denver, CO 80225 Telephone: (303) 234-2139	CO, NM, UT, WY
3(II)	U.S. Government Printing Office Regional Printing Procurement Office Building 720-B Langley A.F.B., VA 23665 Telephone: (804) 827-2553 or FTS: 928-2553 IDS 165-2553	Southern VA, NC	9(I)	U. S. Government Printing Office Regional Printing Procurement Office Federal Office Building 15000 Aviation Boulevard Room 2E26 Lawndale, CA 90261 Telephone: (213) 536-6650 FTS: 966-6650	AZ, Southern CA
4	U.S. Government Printing Office Regional Printing Procurement Office 900 Peachtree Street, N.E. Room 415 Atlanta, GA 30309 Telephone: (404) 526-3666 FTS: 257-3666	AL, FL, GA, MS, SC, TN	9(II)	U. S. Government Printing Office Regional Printing Procurement Office 620 Folsom Street San Francisco, CA 94107 Telephone: (415) 556-5356	Northern CA, NV
5(I)	U. S. Government Printing Office Regional Printing Procurement Office 610 South Canal Street Room 1051 Chicago, IL 60607 Telephone: (312) 353-3916	IL, IN, MI, WI	10	U. S. Government Printing Office Regional Printing Procurement Office 4735 East Marginal Way South Seattle, Washington, 98134 Telephone: (206) 764-3763 FTS: 399-3726	ID, MT, OR, WA

Exhibit 374.221a GPO RPPOs

PLANT LISTING BY REGIONS

REGION 1 (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)

Maine:
- Army, Department of:
  - Camp Keyes, Augusta

Massachusetts:
- Air Force, Department of:
  - Hanscom Air Force Base, Bedford
- Army, Department of:
  - New England U.S. Army Engineer Division, Waltham
  - U.S. Army Materials and Research Center, Watertown
  - U.S. Army Natick Laboratories, Natick
- General Services Administration:
  - Boston
- Smithsonian Institution:
  - Smithsonian Astrophysical Observatory, Cambridge

New Hampshire:
- Navy, Department of:
  - Navy Publications and Printing Service Branch Office, Naval Shipyard, NORTHDIV, Portsmouth

Rhode Island:
- Navy, Department of:
  - Navy Publications and Printing Service Office, NORTHDIV, Newport

---

REGION 2 (Delaware, New Jersey, New York, Pennsylvania):

New Jersey:
- Army, Department of:
  - Eastern Area, MTMC, Bayonne
  - U.S Army Electronics Command, Ft Monmouth
  - Picatinny Arsenal, Dover
- Transportation, Department of:
  - Federal Aviation Administration, Atlantic City

New York:
- Army, Department of:
  - U.S. Military Academy, West Point
- Commerce, Department of:
  - Maritime Administration, Kings Point, Long Island
- Defense Logistics Agency:
  - Defense Contract Administration Region, New York
- Department of Transportation:
  - Coast Guard, Governors Island, New York
  - Federal Aviation Administration, Jamaica, Long Island
- Energy Research and Development Administration:
  - Associated Universities, Inc., Upton
  - Knolls Atomic Power Laboratory, Schenectady
- General Services Administration:
  - New York
- Government Printing Office:
  - New York
- Navy, Department of:
  - Navy Publications and Printing Service Office, NORTHDIV. Brooklyn
- Treasury, Department of:
  - U.S. Customs Service, New York
  - Internal Revenue Service, New York

Pennsylvania:
- Army, Department of:
  - Army Depot, New Cumberland
  - Army Depot, Tobybanna
  - Frankford Arsenal, Philadelphia
  - Letterkenny Army Depot, Chambersburg
  - U.S. Army Engineer District, Philadelphia
  - U.S. Army Engineer District, Pittsburgh
  - U.S. Army War College, Carlisle Barracks
- Defense Logistics Agency:
  - Defense Personnel Support Center, Philadelphia
- Energy Research and Development Administration:
  - Bettis Atomic Power Laboratory, Pittsburgh
- Interior, Department of:
  - Bureau of Mines, Pittsburgh
- Navy, Department of:
  - Navy, Publications and Printing Service, NORTHDIV, Philadelphia
  - Navy Publications and Printing Service Branch Office, NORTHDIV, Mechanicsburg
  - Navy Publications and Printing Service Branch Office, U.S. Naval Base, NORTHDIV, Philadelphia
- Treasury, Department of:
  - Internal Revenue Service, Philadelphia

REGION 3 (Maryland, Virginia, Washington, D.C., West Virginia):

Maryland:
- Administrative Office of the U.S. Courts:
  - Publications Facility, Forestville
- Agriculture, Department of:
  - Soil Conservation Service, Hyattsville
- Air Force, Department of:
  - Andrews Air Force Base, Camp Springs
- Army, Department of:
  - Fort George G. Meade (First U.S. Army)
  - Proving Ground, Aberdeen
  - U.S. Army Engineer District, Baltimore
- Defense Mapping Agency:
  - Hydrographic Center, Suitland
- Energy Research and Development Administration:
  - Headquarters ERDA. Germantown
- Health, Education, and Welfare:
  - National Institutes of Health, Bethesda
  - Public Health Service, Rockville
  - Social Security Administration, Woodlawn
- National Aeronautics and Space Administration:
  - Goddard Space Flight Center, Greenbelt
- National Security Agency:
  - Fort George G. Meade
- Navy, Department of:
  - Navy Publications and Printing Service Branch Office, Naval Academy, Annapolis
  - Naval Air Test Center, Patuxent River
  - Naval Surface Weapons Center, White Oak
  - Naval Ordnance Station, Indian Head
  - Naval Intelligence Support Center, Suitland
- Nuclear Regulatory Commission:
  - Bethesda

Virginia:
- Air Force, Department of:
  - Langley Air Force Base, Hampton
- Army, Department of:
  - U.S. Army Engineer District, Norfolk
  - U.S. Army Engineer Center, Ft. Belvoir
  - U.S. Army Quartermaster Center, Ft. Lee
  - U.S. Army Training and Doctrine Command, Ft. Monroe
  - U.S. Army Transportation Center, Ft. Eustis
- Defense Intelligence Agency:
  - Arlington
- Defense Logistics Agency:
  - Defense Documentation Center, Alexandria
  - Defense General Supply Center, Richmond
- Defense Mapping Agency:
  - Defense Mapping School, Ft. Belvoir
- Interior, Department of:
  - Geological Survey Map Plant, Reston
- National Aeronautics and Space Administration:
  - Langley Research Center, Hampton
  - Wallops Flight Center, Wallops Island
- Navy, Department of:

EXHIBIT 374.221b Authorized Government Agency Printing Plants (p.1)

  - Commander in Chief Atlantic Fleet, Norfolk
  - Navy Publications and Printing Service Office, SOEASTDIV, Norfolk
  - Navy Publications and Printing Service Branch Office, SOEASTDIV, Portsmouth
  - Marine Corps Base, Quantico
  - Naval Weapons Laboratory, Dahlgren
- Veterans Administration:
  - Arlington

Washington, D.C.:

- Administrative Office of the U.S. Courts
- Agriculture, Department of:
  - Office of Operations
- Air Force, Department of:
  - Headquarters, U.S. Air Force
- Army, Department of:
  - Armed Forces Institute of Pathology
  - National Defense University
- Civil Aeronautics Board
- Civil Service Commission:
  - Central Office
- Commerce, Department of:
  - National Oceanic and Atmospheric Administration
  - Office of Publications
- Defense Mapping Agency:
  - Topographic Center
- Environmental Protection Agency
- Federal Communications Commission
- Federal Home Loan Bank Board
- Federal Power Commission
- Federal Trade Commission
- General Accounting Office
- General Services Administration
- Government Printing Office:
  - Central Office
  - Departmental Service Office
- Health, Education, and Welfare, Department of:
  - Office of the Secretary
- Housing and Urban Development, Department of
- Interior, Department of:
  - Main Plant
- Interstate Commerce Commission
- Justice, Department of:
  - Administrative Division
- Labor, Department of
- Library of Congress
- National Aeronautics and Space Administration
- National Labor Relations Board
- Navy, Department of:
  - Defense Printing Service
  - Naval Research Laboratory, Bellevue
- Office of Management and Budget
- Securities and Exchange Commission
- Selective Service System
- Small Business Administration
- State, Department of:
  - Foreign Affairs Document and Reference Center
- Transportation, Department of:
  - Office of the Secretary
- Treasury Department:
  - Customs Service
  - Departmental Printing Plant
  - Internal Revenue Service
- U.S Information Agency
- U.S. Postal Service
- U.S. International Trade Commission

West Virginia:

- Army, Department of:
  - U.S. Army Engineer District, Huntington

REGION 4 (Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee):

Alabama:

- Air Force, Department of:
  - Gunter Air Force Base, Montgomery
- Army, Department of:
  - Anniston Army Depot. Anniston
  - U.S. Army Aviation Center and Fort Rucker, Ft. Rucker
  - U.S. Army Missile Command, Redstone Arsenal, Huntsville
  - U.S. Army Engineer District, Mobile

Florida:

- Air Force, Department of:
  - Eglin Air Force Base, Valparaiso
  - Patrick Air Force Base, Cocoa Beach
- Army Department of:
  - U.S. Army Engineer District, Jacksonville
- National Aeronautics and Space Administration:
  - Kennedy Space Center
- Navy, Department of:
  - Navy Publications and Printing Service Office, NATROM, SOEASTDIV, Pensacola
  - Naval Coastal Systems Laboratory, Panama City
  - Navy Publications and Printing Service Branch Office, SOEASTDIV, Jacksonville
  - Navy Publications and Printing Service Branch Office, SOEASTDIV, Orlando

Georgia:

- Air Force, Department of:
  - Robins Air Force Base, Macon
- Army, Department of:
  - U.S. Army Engineer District, Savannah
  - U.S. Army Forces Command, Ft. McPherson, Atlanta
  - U.S. Army Infantry School, Ft. Benning
  - U.S. Army Signal Center and Fort Gordon, Ft. Gordon
- General Services Administration:
  - Atlanta
  - East Point
- Health, Education, and Welfare, Department of:
  - Center for Disease Control, Atlanta
- Treasury Department of:
  - Internal Revenue Service, Atlanta

Mississippi:

- Air Force, Department of:
  - Keesler Air Force Base, Biloxi
- Army, Department of:
  - U.S. Army Engineer Waterways Experiment Station, Vicksburg

North Carolina:

- Army, Department of:
  - XVIII Air Borne Corps and Fort Bragg, Fort Bragg
- Commerce, Department of:
  - National Oceanic and Atmospheric Administration, Asheville
- Navy, Department of:
  - Marine Corps Base, Camp Lejeune

South Carolina:

- Energy Research and Development Administration:
  - Savannah River Plant, Aiken
- Navy, Department of:
  - Navy Publications and Printing Service, SOEASTDIV, Charleston

Tennessee:

- Air Force, Department of:
  - Arnold Engineering Development Center, Tullahoma
- Army, Department of:
  - U.S. Army Engineer District, Nashville
- Defense Logistics Agency:
  - Defense Depot, Memphis
- Energy Research and Development Administration:
  - ERDA Technical Information Center, Oak Ridge
  - Union Carbide Nuclear Co., K-25 Plant, Oak Ridge
  - Union Carbide Nuclear Co., Y-12 Branch Plant, Oak Ridge

REGION 5 (Illinois, Indiana, Kentucky, Michigan, Ohio, Wisconsin):

Illinois:

- Air Force, Department of:
  - Scott Air Force Base, Belleville
- Army, Department of:
  - Army Depot, Savanna
  - U.S. Army Armament Command, Rock Island
  - U.S. Army Engineer District, Chicago
- Energy Research and Development Administration:
  - University of Chicago, Chicago
- Government Printing Office:
  - Chicago
- Justice, Department of:
  - Marion
- Navy, Department of:
  - Navy Publications and Printing Service Office, NORTHDIV, Great Lakes
- Railroad Retirement Board:

    - Chicago
- Treasury, Department of:
    - Internal Revenue Service, Chicago
    - Savings Bonds Division, Chicago

Indiana:

- Army, Department of:
    - U.S. Army Administrative Center, Fort Benjamin Harrison
- Commerce, Department of:
    - Bureau of Census, Jeffersonville
- Navy, Department of:
    - Naval Ammunition Depot. Crane

Kentucky:

- Army, Department of:
    - Lexington-Blue Grass Army Depot, Lexington
    - U.S Army Armor Center and Fort Knox, Ft. Knox
    - U.S. Army Engineer District, Louisville
- Energy Research and Development Administration:
    - Union Carbide Corp, Nuclear Division, Paducab
- Health, Education, and Welfare, Department of:
    - Addiction Research Center, Lexington
- Navy, Department of:
    - Naval Ordnance Station, Louisville

Michigan:

- Army, Department of:
    - U.S. Army Engineer District, Detroit
    - U.S. Army Tank Automotive Command, Warren
- Commerce, Department of:
    - National Oceanic and Atmospheric Administration, Detroit
- Defense Logistics Agency:
    - Defense Logistics Services Center, Battle Creek

Ohio:

- Air Force, Department of:
    - Wright-Patterson Air Force Base, Dayton Air Force Logistics Command Foreign Technology Division
- Energy Research and Development Administration:
    - National Lead Company of Ohio, Cincinnati
    - Monsanto Research Corp., Miamisburg
    - Goodyear Atomic Corp., Portsmouth
- General Services Administration:
    - Cincinnati
- National Aeronautics and Space Administration:
    - Lewis Research Center, Cleveland
- Navy, Department of:
    - Navy Publications and Printing Service Branch Office, NORTHDIV, Cleveland

---

REGION 6 (Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota):

Iowa:

- Energy Research and Development Administration:
    - Iowa State University, Ames

Kansas:

- Army, Department of:
    - Combined Arms Center and Fort Leavenworth, Ft. Leavenworth
    - Disciplinary Barracks, Ft. Leavenworth
    - Fort Riley
- Interior, Department of:
    - Haskell Indian Junior College, Lawrence

Minnesota:

- Justice, Department of:
    - Sandstone

Missouri:

- Army, Department of:
    - U.S. Army Aviation Systems Command, St. Louis
    - U.S. Army Engineer District, Kansas City
    - U.S. Army Training Center Engineer and Fort Leonard Wood, Fort Leonard Wood
- Defense Mapping Agency:
    - Aerospace Center, St. Louis
- Energy Research and Development Administration:
    - The Bendix Corp., Kansas City
- General Services Administration:
    - Kansas City
    - St. Louis

Nebraska:

- Agriculture, Department of:
    - Soil Conservation Service, Lincoln :
- Air Force, Department of:
    - Offutt Air Force Base, Omaha
- Army Department of:
    - U.S. Army Engineer Division, Omaha

REGION 7 (Arkansas, Louisiana, Oklahoma, Texas):

Arkansas:

- Army, Department of:
    - U.S. Army Engineer District, Little Rock

Louisiana:

- Air Force, Department of:
    - Barksdale Air Force Base, Shreveport
- National Aeronautic and Space Administration:
    - Michoud Assembly Facility, New Orleans
- Navy, Department of:
    - Navy Publications and Printing Service, SOEASTDIV, New Orleans

Oklahoma:

- Air Force, Department of:
    - Tinker Air Force Base, Oklahoma City
- Army, Department of:
    - U.S. Army Field Artillery Center and Fort Sill
    - U.S. Army Engineer District, Tulsa
- Interior, Department of:
    - Chiloco Indian School, Chiloco
- Navy, Department of:
    - Naval Ammunition Depot, McAlester
- Transportation, Department of:
    - Federal Aviation Administration, Oklahoma City

Texas:

- Agriculture, Department of:
    - Soil Conservation Service, Ft. Worth
- Air Force, Department of:
    - Air Force Security Service, San Antonio
    - Kelly Air Force Base, San Antonio
    - Sheppard Air Force Base, Wichita Falls
- Army, Department of:
    - Red River Army Depot, Texarkana
    - U.S. Army Air Defense Center and Fort Bliss, Ft. Bliss
    - U.S. Army Engineer District Galveston
- General Services Administration:
    - Dallas
    - Ft. Worth
- National Aeronautics and Space Administration:
    - Johnson Space Center, Houston
- Navy, Department of:
    - Navy Publications and Printing Service Branch Office, SOEASTDIV, Corpus Christi
- Transportation, Department of:
    - Federal Aviation Administration, Ft. Worth

REGION 8 (Colorado, New Mexico, Utah, Wyoming):

Colorado:

- Air Force, Department of:
    - Peterson Air Force Base, Colorado Springs
    - U.S. Air Force Academy, Colorado Springs
- Army, Department of:
    - Army Depot, Pueblo
- Commerce, Department of:
    - National Oceanic and Atmospheric Administration, Boulder
- Energy Research and Development Administration:
    - Rockwell International, Boulder
    - Bendix Field Engineering Corp., Grand Junction
- Government Printing Office:
    - Denver

New Mexico:

- Army, Department of:
    - U.S. Army Engineer District, Albuquerque
    - White Sands Missile Range, Las Cruces

- Defense Nuclear Agency:
  - Kirtland AFB (East), Albuquerque
- Energy Research and Development Administration:
  - Albuquerque Operations Office, Albuquerque
  - Los Alamos Scientific Laboratory, Los Alamos
  - Sandia Corporation, Albuquerque
- Interior:
  - Southwestern Indian Polytechnic Institute, Albuquerque

Utah:

- Air Force, Department of:
  - Hill Air Force Base, Ogden
- Army, Department of the:
  - Dugway Proving Ground, Dugway
- General Services Administration:
  - Salt Lake City

REGION 9 (Arizona, California, Nevada):

Arizona:

- Army, Department of:
  - Fort Huachuca
  - Proving Ground, Yuma
- Interior, Department of:
  - Phoenix Indian School, Phoenix

California:

- Air Force, Department of:
  - Edwards Air Force Base, Muroc
  - March Air Force Base, Riverside
  - McClellan Air Force Base, Sacramento
  - Space and Missile Systems Organization, Inglewood
  - Vandenberg Air Force Base, Lompoc
- Army, Department of:
  - Western Area, MTMC Oakland Army Base, Oakland
  - Army Depot, Sacramento
  - Defense Language Institute, Monterey
  - Sharpe Army Depot. Lathrop
  - Sixth U.S. Army, San Francisco
  - U.S. Army Engineer District, Los Angeles
  - U.S. Army Engineer District, Sacramento
- Energy Research and Development Administration:
  - University of California, Berkeley
  - University of California, Livermore
- Government Printing Office:
  - San Francisco
- Justice, Department of:
  - Lompoc
- National Aeronautics and Space Administration:
  - Dryden Flight Research Center, Edwards
  - Ames Research Center, Moffett Field
  - Jet Propulsion Laboratory, Pasadena
- Transportation, Department of:
  - Federal Aviation Administration, Los Angeles
- Navy Department of:
  - Naval Weapons Center, China Lake
  - Naval Postgraduate School, Monterey
  - Navy Publications and Printing Service Office, WESTDIV, Oakland
  - Navy Publications and Printing Service Branch Office, WESTDIV, Point Mugu
  - Navy Publications and Printing Service, WESTDIV, San Diego
  - Navy Publications and Printing Service Branch Office, WESTDIV. Vallejo

Nevada:

- Energy Research and Development Administration:
  - Reynolds Electrical and Engineering Corp., Mercury
- Interior, Department of:
  - Bureau of Reclamation, Boulder City

REGION 10 (Idaho, Montana, Oregon, Washington):

Idaho:

- Energy Research and Development Administration:
  - EG & G Idaho, Inc., Idaho Falls
- Interior, Department of:
  - Bureau of Reclamation, Boise

Montana:

- General Services Administration:
  - Billings

Oregon:

- Agriculture, Department of:
  - Soil Conservation Service, Portland
- Army, Department of:
  - U.S. Army Engineer District, Portland
- Interior, Department of:
  - Bonneville Power Administration, Portland

Washington:

- Army, Department of:
  - U.S. Army Engineer District, Walla Walla
- Energy Research and Development Administration:
  - Hanford Atomic Products Operation, Richland
- Government Printing Office:
  - Seattle
- Navy, Department of:
  - Navy Publications and Printing Service Office, WESTDIV, Bremerton

---

REGION 11(Alaska):

- Army, Department of:
  - Fort Richardson, 172d Infantry Brigade, Anchorage
- General Services Administration:
  - Juneau
- Transportation, Department of:
  - Federal Aviation Administration, Anchorage

REGION 12(Hawaii):

- Navy, Department of:
  - Navy Publications and Printing Service, PACDIV, Pearl Harbor
  - Fleet Intelligence Center, Pacific, Pearl Harbor
  - Naval Ammunition Depot, Oahu

EXHIBIT 374.221b Authorized Government Agency Printing Plants (p.4)

Chapter 4
Government Relations

410 Liaison

411 Legislative and Executive Relations

411.1 Scope

As an agency of the Federal Government, operating a nationwide service network, the Postal Service has frequent contact with government officials at every level.

411.2 Responsibility

The Assistant Postmaster General, Government Relations, is responsible for the Postal Service's government liaison. Reporting directly to the Postmaster General, the APMG, Government Relations:

a. Keeps Legislative and Executive Branch officials informed of developments within the Postal Service and responds to their inquiries;

b. Advises the PMG as to how USPS decisions might affect other governmental entities; and

c. Briefs the PMG on government reaction to postal policies and developments.

411.3 Government Relations Department

.31 Inquiries on Postal Policy

All governmental inquiries concerning postal policy matters (as opposed to service matters) should be forwarded to the Assistant Postmaster General, Government Relations Department, U.S. Postal Service, Washington, D.C. 20260. Policy matters include, but are not limited to, ratemaking, mail classification, contracting and procurement, real estate, arbitration, the interpretation of collective bargaining agreements, appointments, promotions, and personnel policies.

.32 Sources

Inquiries concerning postal policy are generally directed to Postal Service Headquarters by:

a. The White House.

b. The Office of Management and Budget.

c. Departments and agencies of the Executive Branch.

d. Members of Congress.

e. Congressional committees.

f. General Accounting Office (GAO).

g. Congressional Budget Office.

411.4 Field Management

.41 Direct Responses Authorized

.411 Postmasters, MSC managers, district managers, and Regional Postmasters General are authorized to respond directly to governmental inquiries related to *services* provides to customers of their offices or geographic areas. It is imperative that these inquiries receive prompt and conscientious attention.

.412 If direct response to a service-related inquiry is authorized, send information copies of written responses or memoranda recording the substance of verbal responses to governmental inquiries to the APMG, Government Relations Department.

.42 Community Contact for New Facilities

Field management contacts local officials (including heads of state and local governments) to establish requirements for the construction of new postal facilities within a community. If community officials request public discussions and presentations, or if the district manager considers them necessary, field management must advise the APMG, Government Relations, and the Consumer Advocate, of the discussions scheduled and the results.

.43 Displays in Postal Facilities

.431 Notices Authorized (See also POM 221.5)

Bulletin board notices by Members of Congress are limited to public announcements of pending competitive civil service examinations and pertinent information for applicants for appointments to the U.S. service academies.

.432 Restrictions

a. Display only as long as the notices are current.

b. Display only within the district of the sponsoring Congressman or the state of the sponsoring Senator.

c. Notices which include the Member's picture should be returned to the Member with an explanation. (See 411.433.)

d. Notices must conform to the following specifications. (*Note:* If they do not, they may be displayed pending a decision by the regional Director of Customer Services.)

(1) Size: 9x12 inches or less.

(2) Signature or printed name of Member of Congress: 48 point (1/2 inch) type or less.

(3) Must contain a closing date for submission of applications.

.433 Prohibitions. Field management must ensure that the following are not displayed on public bulletin boards in postal facilities:

a. Private business advertisements, placards, cards, or notices;

b. Photographs or likenesses of any member of a state legislature or Member of Congress, or

c. Any political picture, cartoon, or other matter designed to influence an election.

.44 Undeliverable Franked Mail

Field management must notify the APMG, Government Relations, of the volume of undeliverable bulk third class mail, bearing simplified address, entered under the franking privilege by Members of Congress. Such undeliverable mail should be held pending notification from the Government Relations Department of the disposition desired by the Member of Congress.

.45 Mailing Lists

Mailing lists submitted by Members of Congress and governmental entities should be updated as frequently as requested. (For information concerning the correction of mailing lists, see DMM 945.)

.46 Memorial Placques

When a USPS building has been designated by an Act of Congress to honor an individual, the postmaster is notified by the Government Relations Department. The postmaster then requisitions one memorial placque from the Eastern Area Supply Center, providing EASC with the name of the individual to be honored. When received, the placque should be displayed in a prominent place in the facility's lobby, preferably above the lock boxes.

411.5 Legislation—General

All inquiries concerning the status of legislation pending before the U.S. Congress, the official Postal Service position on a given bill, or the impact of a bill on postal policies and procedures should be referred to the APMG, Government Relations Department.

411.6 Release of Information

The release of information to government officials must be consistent with the policies outlined in 350.

412 Military Post Offices

412.1 Description

A military post office is a branch of a designated USPS post office, operated by the Army, Navy, Air Force, or Marine Corps to serve military personnel afloat or overseas. The term includes Army and Air Force post offices (APOs) and Navy and Marine Corps post offices (FPOs). Military post offices provide postal service for military personnel in areas where the USPS does not operate and in other places where the military situation requires it.

412.2 Establishment and Discontinuance

A military post office is established or discontinued only on request of the Department of Defense or military department by which it will be operated. These units are authorized and discontinued by the Postal Service, and the changes are published in the *Postal Bulletin.*

413 Civil Preparedness

413.1 Objective

The objective of postal emergency preparedness planning is to maintain or restore essential postal service in a national emergency, natural disaster, or domestic crisis.

413.2 Emergency Coordinator

The Chief Postal Inspector is designated Emergency Coordinator for the USPS (see 284.1), providing general direction and coordination of the following programs:

a. National civil preparedness and defense mobilization.

b. Natural disaster preparedness.

c. Emergency response to disruptive domestic crisis.

413.3 Preparedness Plans

Details of USPS preparedness plans are contained in:

a. Publication 159, *Contingency Planning* (Parts A, B, and C).

b. ASM 280 (Emergency Preparedness).

c. ASM 430 (Red Cross).

d. USPS Emergency Planning Manual.

e. ELM 519.22 and .23.

414 Federal Executive Board and Federal Executive Association Programs

414.1 General

This part provides USPS policies and responsibilities in regard to the Federal Executive Board (FEB) and Federal Executive Association (FEA) programs and outlines the extent of the USPS participation in these programs.

414.2 Federal Executive Boards

.21 Establishment. Federal Executive Boards (FEBs) were established by Presidential directive to improve internal Federal management practices and to provide a central focus for Federal participation in civic affairs in major metropolitan centers.

.22 Purpose. FEBs serve as a means (a) for disseminating information within the Federal Government, (b) for interagency training, and (c) for promoting discussion of Federal policies and activities of importance to all Federal executives in the field. The Boards also serve as channels of communication to Washington on government-wide management issues requiring special attention.

.23 Organization. FEBs are composed of heads of all Federal departmental and agency field offices located in a metropolitan area. A chairperson and other officers are elected annually from among the membership to provide leadership to the Board's operations. Committees and task forces carry out interagency projects consistent with the Board's missions. The Boards receive overall policy direction from the Office of Management and Budget (OMB) in the Executive Office of the President.

.24 Metropolitan Areas. FEBs have been designated by Presidential action for the following 26 metropolitan areas: Albuquerque-Santa Fe, Atlanta, Baltimore, Boston, Buffalo, Chicago, Cincinnati, Cleveland, Dallas-Ft. Worth, Denver, Detroit, Honolulu-Pacific, Houston, Kansas City, Los Angeles, Miami, New Orleans, New York, Newark, Philadelphia, Pittsburgh, Portland, St. Louis, San Francisco, Seattle, and the Twin Cities (Minneapolis-St. Paul).

414.3 Federal Executive Associations

There are also 100 Federal Executive Associations (FEAs), which provide similar coordination among Federal agencies in serving community needs. An FEA is less structured, requires no reporting relationship to OMB, and has an informal relationship with the nearest Federal Executive Board.

414.4 USPS Role

.41 Participation. The Postal Service will continue to participate in the FEB and FEA programs. Postal Service representatives on the boards and associations are encouraged to participate in committee work, fund drives, and similar activities of these groups, particularly in matters that directly affect the USPS interest or when the participation or that of the representative could make a significant contribution to the success of the effort.

.42 Examples of USPS-Supported Policies. Examples of some FEB and FEA supported policies which the USPS also supports are:

a. Equal Employment Opportunity.
b. Consumer Protection.
c. Energy Conservation.
d. Community Relations.
e. Saving Bonds Drive.
f. Combined Federal Campaign.

414.5 Responsibilities

.51 Employee Relations Department

.511 Provides liaison at Headquarters level with the Federal Executive Board Secretariat in OMB.

.512 Coordinates the Postal Service's overall participation in FEB and FEA programs.

.52 Regional Postmasters General

.521 Designate an official to serve as regional coordinator for the overall coordination of FEB and FEA activities within the region.

.522 Select appropriate senior postal officials, especially postmasters or magistrates to serve as the USPS representatives and alternates on each of the various Federal Executive Boards and Federal Executive Associations within the region.

.523 Advise the Employee Relations Department promptly of:

a. The name and title of each postal region's Federal Executive Board and Federal Executive Association coordinator and of the name and title of the representative(s) and alternate(s) selected to represent the Service on each Board and each association within the region.

b. Any subsequent changes to this listing.

.53 Designated Representatives and Alternates

.531 Insure that the Postal Service is properly represented at regular board and association meetings.

.532 Keep their superiors and the regional coordinators informed of any significant developments within the FEB and FEA programs and advise them promptly of any potential conflicts between the demands of those ad hoc duties and their postal duties or between board or association policies and USPS policies.

.533 Actively explore ways in which board and association programs and postal programs may complement and reinforce one another and ways in which their board or association affiliations may afford opportunities to advise Government installation heads of how the USPS can assist them and how they can assist the Service.

.534 Make every effort to perform creditably any special assignments they agree to undertake on behalf of the board or the association.

.535 Coordinate and obtain prior approval of all direct expenditures for board or association participation from the regional coordinator. Expenditures are paid from a designated representative's office budget.

414.6 Feedback

.61 Regional Coordinators keep the RPMGs and the Employee Relations Department advised of any significant developments or problems in connection with board and association activities within the region.

.62 The Employee Relations Department initiates the actions necessary to resolve questions raised by the field regarding any aspect of the USPS participation in the programs.

.63 Within 60 days of the close of each fiscal year the APMG for Employee Relations will report to the Postmaster General on the significant activities in which the Postal Service participated in the activities of FEBs and FEAs, as well as any problems experienced.

415 Postal Rate Commission

415.1 Policy

It is the policy of the U.S. Postal Service to cooperate with the Postal Rate Commission and to respond accurately and promptly to appropriate inquiries in a coordinated manner. This policy and the procedures which follow are applicable to postal employees at Headquarters, regions, districts, and all other postal field installations.

415.2 Responsibilities

.21 Executive Assistant. The Executive Assistant to the PMG (or designee):

a. Is designated by the PMG as the liaison official in the Postal Service to receive requests from the Postal Rate Commission for general information and for arranging Commission visits to postal installations;

b. As the designated liaison official, directs the coordination and review of all proposed responses to requests from the Commission for general information, and releases such responses;

c. Coordinates requests for Commission visits to postal installations with the Senior Assistant Postmaster General, Operations Group; the appropriate Regional Postmaster General, the heads of the installations to be visited, and other appropriate postal officials, as necessary;

d. Prepares notification of visits to the SAPMG, Operations Group; the SAPMG, Finance Group; the General Counsel, and other postal officials, as necessary.

.22 Associate General Counsel. The Associate General Counsel, Office of Rate and Classification Law (or designee), or the appropriate Assistant General Counsel in that office, according to the rules of the Commission in Title 39 CFR 3001.12(e), receives requests for information pertaining to docketed cases before the Commission. These requests are made by delivering six copies of the request to the Associate General Counsel, Office of Rate and Classification Law, U.S. Postal Service, Washington, D.C. 20260, or to the appropriate Assistant General Counsel in that office.

.23 Managers of Field Installations

.231 Immediately forward to the Executive Assistant to the PMG any requests from Postal Rate Commission personnel to field installations.

.232 Postal field managers will be notified in advance of scheduled Postal Rate Commission itineraries. If any requests to add unscheduled installations, facilities, or briefings are made by PRC personnel, notify the Executive Assistant to the PMG immediately.

415.3 Inquiries on Postal Policy

All inquiries from the Postal Rate Commission concerning postal policy matters must be referred to the Executive Assistant to the PMG. Policy matters include, but are not limited to: ratemaking, mail classification, contracting and procurement, real estate, arbitration, the interpretation of collective bargaining agreements, appointments, promotions, personnel policies, and post office closings.

415.4 Release of Information

The release of information to Postal Rate Commission personnel must be consistent with the policies outlined here, and in 350, Records and Release of Information.

420 Services

421 General

421.1 Policy

.11 Conditions

The Postal Service generally cooperates with Federal agencies by providing facilities and nonpostal services if the overall costs to Government will be reduced, and there is no interference with postal operations.

.12 Fees

Except as provided by law, it is USPS policy to charge compensatory fees for services performed on behalf of other agencies, when these services involve significant or ongoing cost to the Postal Service.

421.2 Approvals

.21 Procedure

Interagency agreements and similar formal arrangements for USPS participation in special surveys, censuses, and other activities must be made between the national headquarters of the requesting agency and USPS Headquarters. See POM 221 for special regulations, terms, and conditions applying to requests for use of postal lobbies for display and other activities. Refer all requests from regional or area offices of Federal agencies to the RPMG for forwarding with recommendations to the appropriate Department at Headquarters. (See 114 and 115 for Headquarters functions.)

.22 Authorization

Authority to perform services for other Government agencies is announced in the *Postal Bulletin* or by letters to the offices involved.

421.3 Prohibition

Do not conduct special surveys or participate in any other special projects without the authorization in 421.22.

422 Interagency Agreements

422.1 General

The Postal Service provides certain reimbursable services to other Federal agencies under formal agreements. Services currently being provided are summarized in Exhibit 422.1.

422.2 Passport Application Acceptance Program

.21 Applicability

The Secretary of State, on authority delegated by the President, has designated certain categories of persons who may accept passport applications (section 51.21, title 22, CFR). Included are postal employees designated by the postmaster at a post office which has been approved by the Postal Service and the Department of State to accept passport applications.

.22 Policy

.221 The Postal Service, in agreement with the Department of State, assists the Passport Office and field agencies in the acceptance of passport applications. The Passport Office determines the areas (city, county, or state) where there is a public need for the additional service. The Postal Service determines which postal facility(ies) within the area has or have the capability to provide the assistance without adversely affecting normal postal operations.

.222 The USPS and Passport Office must mutually agree on the number and location of postal facilities to be involved within the area.

.223 The USPS and Department of State must mutually agree to reimbursement rates and procedures.

.23 Establishing or Changing Service

.231 New Acceptance Facilities

a. On specific request from the Passport Office. Headquarters solicits recommendations on facilities that should be authorized to accept the applications. The potential number of applicants in the area and the location of existing postal resources to provide the service are determining factors.

Service Provided	Reference	Agency	Responsible Headquarters Department
Food Coupon Distribution	Handbook F-1, Chapt. 7	Agriculture Dept.	Delivery Services
Sale of Migratory Bird Stamps and cooperation in Hunting Survey	Periodic Postal Bulletin Notices	Interior Dept., National Fish & Wildlife Service	Delivery Servcices
Distribution of Alien Address Report Cards	Annual Postal Bulletin Notices	Justice Dept., Immigration & Naturalization Service	Delivery Services
Selective Service Registration	Guidelines distributed through channels	Selective Service System	Delivery Services
Acceptance of Passport Applications	See 422.2	State Dept., Passport Office	Delivery Services

Exhibit 422.1 Examples of Nonpostal Services Provided by Interagency Agreement

b. MSC managers should recommend a minimum number of locations within their areas. Customer travel time, parking facilities, and clerical workload are factors to consider in site selection.

c. Clerks of Court are the traditional sources of assistance to the public in acceptance of passport applications. The USPS does not desire to compete in providing services for other government agencies. Therefore, opinions and recommendations of local Clerks of Court who also accept passport applications must be obtained before recommending that a postal facility enter or leave the program.

.232 Headquarters Notice

a. MSC managers send notification, through districts and regions, to Headquarters:

(1) To request prior approval to increase or decrease the number of facilities providing the service;

(2) To request relocation of the service to other facilities, if changes in workloads or postal resources justify the action;

(3) To report on planned actions such as consolidation of stations, or moves into a new facility, if the application acceptance function will involve a change in unit designation, street address, or ZIP Code.

b. Recommendations, requests, or reports must reflect the official designation (name, letter, or number) of the new location; number, street address, and ZIP Code; and the proposed effective date. Headquarters is obligated to maintain an accurate listing of postal units in the program at all times.

.233 Concurrence. Headquarters obtains concurrence of the Passport Office before authorizing any postal facility to begin or discontinue accepting passport applications.

24. Discontinuing Service

.241 By USPS. MSC managers initiate requests to discontinue the service or reduce the number of participating facilities when other nearby acceptance agencies or postal facilities can meet community needs for the service more economically.

.242 By Passport Office. The Passport Office makes periodic reviews and recommends removal of participating postal facilities where there no longer appears to be a need for the service. The Postal Service concurs unless the MSC manager involved determines that the action would shift an unmanageable workload onto a nearby postal facility remaining in the program.

.25 Preparation at Newly—Approved Locations

.251 Instructions. Regional Customer Programs Divisions provide newly—approved offices with specific instructions.

.252 Acceptance Employees

a. Postmasters select and designate employees to provide the service. These are normally limited to one principal clerk and only enough alternates to ensure that the service is available during all advertised hours and to prevent excessive customer waiting time during peak periods. This reduces training requirements and enhances the expertise of the principal acceptance clerks.

b. Employees other than retail window clerks may be designated; however, cash accountability must be established.

c. Supervisory personnel should be designated only for emergency situations.

.253 Acceptance Location. Postmaster select the location(s) within the facility where the service is provided. This may be one or all window positions, depending on volume of business. Consider:

a. Accessibility and customer convenience;

b. Acceptance at special window positions established for philatelic products, meter settings, bulk mailings, etc;

c. Diverting all applicants to the principal acceptance clerk at offices with a speedy line and multipurpose windows; and

d. Availability of telephone for acceptance clerk to use in answering inquiries.

.254 Training

a. An audio-visual presentation is available at Postal Employee Development Centers.

b. A self-study course, Training and Development Handbook TD-60, *Handling Out and Accepting Passport Applications*, is available at the supply centers. Requisition TD-60 for each designated employee.

c. The *Passport Agent's Manual*, issued by the State Department, provides technical guidance for all agents designated to accept passport applications. Designated postal employees must be provided a reasonable amount of official (on-the-clock) time to study the manual carefully. They are expected to be familiar with the contents and comply fully with the procedures. The Passport Office sends each newly—approved office two copies of the manual.

.255 Hours of Service. Postmasters establish the hours for offering the service, based on local resources and capabilities. The minimum should be 10 a.m. to 3 p.m., Monday through Friday, if it cannot be provided during all normal business hours.

.256 Signs. Post signs in the lobby clearly stating the hours the service is available. Nearby postal units that do not accept applications may display a lobby sign informing customers of the locations where the service is available.

.26 Application Acceptance Guidelines

.261 Passport Agent's Manual. The manual is used for daily reference and contains a list of Passport

Office agencies serving each geographic area, with a special telephone number for acceptance employees to call for additional guidance. Changes to the manual and other passport information issued by the Passport Office periodically are sent directly to participating post offices.

.262 Acceptance Procedures

a. Acceptance employees hand out the proper blank application forms to applicants or mail them when requested by telephone. Applicants complete the forms according to instructions printed on them, and return them in person to acceptance employees for review and execution.

b. Acceptance employees must take measures to verify the identity of the applicant. The acceptance clerk is the one who can most readily seek verification from the applicant that he or she is the person he or she claims to be. The acceptance clerk must annotate the application form to show the documents or procedures used for verifying the applicant's identification.

c. Acceptance employees witness the applicant's signature on the application, then sign it and affix an imprint of the postal unit's round dating stamp.

d. Acceptance employees should do their utmost to ensure that the application is properly completed and accompanied by the correct supporting documents. However, to avoid arguments with applicants, they should accept any questionable item and attach an explanatory note to the application, so that the Passport Office may resolve the problem directly with the applicant.

e. Do not recommend to applicants a particular photographer or studio for passport photographs. Refer applicants either to a locally-prepared listing of all qualified establishments in the immediate area, or to the classified pages of the telephone directory.

.263 Payment of Passport Fees

a. Types of Payment. The passport fee must be collected at the time of the execution of the application. Payment may be made in cash or by check or money order.

b. Payment by Check or Money Order. The accepting employee must ensure that the check or money order payable to the Passport Office is for the proper amount and is submitted with the application. Fees paid by check or money order are sent to the Passport Agency along with the applications. They are not entered into the postal accounting system.

c. Cash Payments. Payments in cash must be handled as follows:

(1) Form 3544, Post Office Receipt for Money, must be issued for cash payments of fees. On the line entitled "For" enter: Passport Application Fee.

(2) Cash collections will be remitted to the designated Passport Agency daily by issuance of a no-fee postal money order in the exact amount of total cash fees collected for the day, using the following procedures:

(a) Issue a single postal money order on the day of collection in the exact amount of the total cash fees.

(b) Enter on the postal money order as payee "Passport Office."

(c) In the spaces provided on the postal money order for the purchaser's name, enter the names of the applicants paying by cash. A separate list of names may be attached, if space on the money order is insufficient.

(d) On the line entitled *For* enter: *Passport Application Fee* and the numbers of the Forms 3544 provided to the cash customers.

(e) Send the postal money order together with the passport applications to the designated Passport Agency.

(3) The following entries should be made on Form 1412, Daily Financial Report.

(a) Include the amount of the postal money order in AIC 100, Domestic Money Order . . . Value.

(b) Although the postal money order fees for these orders are not collected from the applicants, enter what would be the appropriate money order fee in AIC 101, Domestic Money Order . . . Fee.

(c) Enter the money order fee in AIC 586, Fee Offset—No Fee Money Order.

(4) Submit Form 1412 supported by the money order voucher, the money order customer's receipt, and the duplicate copies of Forms 3544.

.264 Application Transmittal

a. On the day of acceptance, mail all passport applications with related fees and supporting documents to the designated passport agency for processing. Use Form 5659, *Passport Application Transmittal*. The original of the form accompanies the applications. Do not hold any applications for additional documentation; return them to the applicants without completing the USPS portion.

b. If more than one employee accepted applications during the day, prepare a consolidated Form 5659 for the acceptance facility. Use the ZIP Code of the acceptance unit and not of the postmaster. Include the city name with the station or branch designation in the *name of facility* block. Make a separate line entry for each application accepted during the day.

c. The *clerks initials* column identifies the employee who actually accepted the application, when more than one employee is involved.

d. Any remarks on Form 5659 should apply to the total transmittal. Comments about a specific application must be in a separate memo attached to that application. Imprint the *remarks* block with the unit's round dating stamp.

e. Before mailing, a supervisor or other employee should review the completed Form 5659 and related applications for accuracy. The reviewer initials the *remarks* block to indicate concurrence.

f. The first carbon copy of the completed Form 5659 is forwarded to the accounting unit of the postal facility each day at the close of business, with Form 1412. The second carbon copy is retained at the acceptance facility for four months, then destroyed.

.27 Reports and Records

.271 *Postmasters*

a. For quality control, each passport agency maintains an informal log on the number and type of errors on appliations. They make periodic summary reports to postmasters.

b. Errors must be discussed with the responsible employee for immediate corrective action. Retain the reports for one year to determine requirements for remedial training or reassignment of duty.

c. Customer complaints about the passport application service received from any source should be analyzed and considered with the error reports to determine training requirements.

.272 *Accounting Unit*

a. Form 5660, *Summary of Passport Applications Accepted*, is a consolidated report on the number and type of applications accepted at each location reporting to the accounting unit. It provides data for program management and for reimbursement actions.

b. Each accounting period (A/P), the accounting unit verifies the accuracy of the totals on the daily Forms 5659 received from acceptance units; consolidates the daily totals for each unit into a single line entry on Form 5660; and submits the completed report to the St. Louis PDC no later than close of business on the first Friday after the end of each A/P. Submit negative reports if no applications were accepted during the A/P.

c. Form 5660 requires a separate line entry for each acceptance unit and the correct ZIP Code for that unit. Under *name of facility*, enter the city name followed by the acceptance unit designation. *Example: Houston/ Main Office* on one line and *Houston/Sam Houston Station* on the next line.

d. Accurate and timely submission of Form 5660 to the St. Louis PDC is vital to the reimbursement process and to program management. Respond immediately when notified of a report discrepancy (see 422.273a).

e. Copies of completed Forms 5659 and 5660 retained in the accounting unit are destroyed 3 months after the end of the quarters in which they originated.

.273 *St. Louis PDC*

a. To safeguard accurate and timely submission of Forms 5660, the St. Louis PDC:

- *(1)* For the last A/P of the quarter, telephones the region on late reporting offices to obtain the report data;
- *(2)* For all other A/Ps, sends a form letter request for missing reports and a notice that a late arriving report is being held for consolidation with next-period report data;
- *(3)* Sends a letter to regional Customer Programs Division summarizing reporting errors.

b. Each A/P, the PDC prepares a listing of passport application activity for each acceptance location, as reported on the Form 5660. Listings are by post office, MSC, district, and region. They reflect data for previous year, year-to-date, previous quarters, and current period. These listings:

- *(1)* Provide Headquarters an overview of program activity;
- *(2)* Are the basis for reimbursement billings to Department of State;
- *(3)* Are used by regions and districts for planning and management.

c. The St. Louis PDC retains completed Forms 5660 and their copy of the listing for one year after the end of the fiscal year in which they were prepared.

.274 Headquarters, Regions, and Districts. Retain copies of the St. Louis PDC listing for one year after the end of the fiscal year in which they were prepared.

.28 Forms and Supplies

.281 Items Used. In addition to Forms 5659 and 5660, and Pub. 177-K, the following supplies are used for the passport acceptance program:

Activity	Agency	Reference
Mailing List Corrections	Government Agencies and Members of Congress	DMM 945
Lend Mail Equipment	Government Agencies (generally)	POM 575
Unscheduled Public Bulletin Board Displays in Lobbies	Government Agencies (generally)	POM 221.54
Sales of U.S. Savings Bonds through postal payroll deductions	Treasury Department	ELM 616
Storage of Burial Flags for Veterans	Veterans Administration	ASM 443
Interchange of Space in Buildings	General Services Administration	ASM 516
Maintenance of Interchanged Buildings		ASM 534
Purchase of supplies through GSA Stores and Depots		ASM 720
USPS/GSA Joint Switchboards		ASM 360

Exhibit 423, Nonreimbursable Cooperation with Other Agencies

USPS Supply Item Number	*Descriptive Title*
DSP–1PS	Know Before You Go (Custom Hints)
DSP–8872	Your Trip Abroad
DSP–7	Passport Agent's Manual
DSP–10A	Birth Affidavit
DSP–11	Passport Application
DSP–19	Application for Amendment of Passport
DSP–60	Affidavit for Change of Name
DSP–64	Statement on Lost or Stolen Passport
DSP–71	Affidavit for Identifying Witness
DSP–82	Application for Passport by Mail
M–264	Visa Requirements
M–343	Notice About Birth Records
PA–1083	Traveler's Tips

.282 Requisitioning Procedures. Requisition all items from your area supply center on Form 7380, *Supply Center Requisition*, during the regular requisitioning cycle. A new office entering the program may requisition out of cycle by explaining the emergency on the Form 7380. All blank forms and related materials are described in the *Passport Agent's Manual*. DO NOT REQUISITION FORMS OR SUPPLIES FROM THE PASSPORT OFFICE, EXCEPT FOR THE *Passport Agent's Manual*.

422.3 Food Coupon Distribution (reserved)

422.4 Migratory Bird Stamps (reserved)

422.5 Alien Address Report Cards (reserved)

422.6 Housing Vacancy Surveys

.61 General

An interagency agreement between the Postal Service and the Federal Home Loan Bank Board (FHLBB) establishes the terms, conditions, and reimbursement rates under which the USPS will conduct Housing Vacancy surveys in City Delivery offices when requested by the FHLBB.

.62 Restrictions

The agreement only authorizes the disclosure of aggregate statistical data (see ASM 352.44).

.63 Postmaster's Responsibility

a. The FHLBB notifies a postmaster when his office has been selected to conduct a Housing Vacancy Survey. Normally, the postmaster receives written notification 30 days prior to the date FHLBB would like the Postal Service to conduct the survey. The Service is under no obligation to use overtime or auxiliary assistance to conduct these surveys. The postmaster or designee will schedule the survey on or near the date requested and advise the FHLBB so that the necessary forms may be provided on time.

b. All necessary forms and instructions must be supplied directly to each post office to be surveyed. Postmasters must designate a manager in each delivery unit to coordinate the survey within the unit and to review completed survey forms for accuracy.

c. FHLBB may request the Postal Service to perform special or emergency surveys with less than 30 days advance notice. Since FHLBB has agreed to reimburse USPS at twice the normal rates for promptly performing such surveys, every reasonable effort should be made to accommodate such requests.

d. Housing Vacancy Surveys must not be conducted during December of any year.

e. Postmasters must send the original copy of the Postmasters Summary Report to the Office of Delivery and Retail Operations, Delivery Services Department, Washington, D.C. 20260 in order to notify Headquarters which offices conducted surveys. A copy of that form must also be sent to the Federal Home Loan Bank Board, 2900 Indiana Tower, Indianapolis, IN, 46204. The FHLBB will then remit payment directly to Headquarters, Washington D.C. 20260.

f. The USPS must not release or publish any survey results except in response to a court order, subpoena, or as required by the Freedom of Information Act.

423 Mutual Cooperation and Support

The Postal Service makes arrangements with other agencies for cooperation and support when it will be mutually advantageous. A partial list of such arrangements and references to further details is shown in Exhibit 423.

430 Relations with Private Agencies

431 Red Cross

431.1 General

The Postal Service and the Red Cross cooperate to maintain communications between the individual and the community during times of disaster. This applies only to natural disasters such as those caused by floods, tornados, hurricanes, earthquakes, fires, explosions, etc., and not to those caused by enemy action.

431.2 Responsibilities

RPMGs and inspectors-in charge must ensure that post offices implement these cooperative arrangements in disaster situations.

431.3 Joint Services Provided

.31 General

The Postal Service and the Red Cross share information on the whereabouts of persons displaced by disasters, and otherwise cooperate with each other. These instructions are a broad framework within which field officials of both agencies may coordinate their facilities and resources. However, postal officials must cooperate with Red Cross officials as much as possible during times of natural disasters.

.32 Address Changes

.321 The Red Cross uses Form 3575, *Change of Address Order*, as a standard item in Red Cross disaster relief. It urges disaster victims displaced from their homes to obtain and complete the forms, distributes the forms to those who need them, collects any completed forms, and turns them over to the Postal Service.

.322 The Postal Service provides the blank forms to the Red Cross.

.323 During each disaster and subsequent disaster relief efforts, the Postal Service establishes a separate file of Forms 3575 completed by disaster victims, and makes information in the file available to the Red Cross. The Red Cross uses this information only to locate individuals and families, to answer inquiries from relatives and friends concerning the whereabouts and welfare of the disaster victims, or to make contact with disaster victims who have applied for assistance from the Red Cross but cannot be located because of an address change.

.33 Other Efforts

.331 The Postal Service and the Red Cross encourage local postal officials and Red Cross chapters to maintain contact with each other and to participate in local and community planning for disasters.

.332 When appropriate, the Postal Service and the Red Cross meet and exchange information at the national headquarters level concerning the effectiveness of their joint efforts for disaster relief.

432 Combined Federal Campaign (reserved)

440 Flag of The United States of America

441 Display at Postal Facilities

441.1 Policy

The following postal policy is established for guidance and information for all post office personnel:

a. Only the flag of the United States of America and the Postal Service flag are authorized to be displayed at post offices except as noted in 441.2. Flags of states, commonwealths, or local governments will not be displayed.

b. When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag (blue field and stars) must be placed at the peak of the staff unless the flag is at half-staff. When the flag is suspended over a sidewalk from a rope extending from a building to a pole at the edge of the sidewalk, the flag must be hoisted out, union first, from the building.

c. When the flag is displayed otherwise than by being flown from a staff, it must be displayed flat, whether indoors or out, or so suspended that its folds fall as free as though the flag were staffed.

d. No disrespect may be shown to the flag of the United States of America. It must never:

(*1*) Be dipped to any person or thing.

(*2*) Be displayed with the union down save as a signal of dire distress.

(*3*) Be used as drapery of any sort whatsoever, never festooned, drawn back, nor up in folds, but always allowed to fall free.

(*4*) Touch anything beneath it, such as the ground, the floor, water, or merchandise.

(*5*) Be fastened, displayed, used, or stored in such a manner as will permit it to be easily torn, soiled, or damaged in any way.

(*6*) Be used as a covering for a ceiling.

(*7*) Have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.

(*8*) Be used as a receptacle for receiving, holding, carrying, or delivering anything.

441.2 Display

.21 Where

The flag of the United States must be displayed on stationary flag-staffs at all post offices, branches, stations, terminals, and garages, including leased and rented premises. If the post office unit is located in a facility operated by the General Services Administration, GSA's regulations on the display of the flag govern. If the post office unit is located on a military reservation, the military regulations on the display of the flag on the reservation govern.

.22 Raising and Lowering

.221 Full Staff. As soon after sunrise as practicable, the flag must be hoisted briskly to the peak of the staff. The flag must always be displayed with the union (blue field) at the peak of the staff (unless the flag is at half-staff). At sunset, the flag must be lowered ceremoniously, folded or rolled carefully and stored where it will not be soiled or otherwise damaged. If the flag is wet when taken down, it must be carefully spread out and allowed to thoroughly dry before being stored.

.222 Half Staff. Displaying the flag at *half-staff* means lowering the flag to one-half the distance between the top and bottom of the staff. The flag must first be hoisted to the peak of the staff and then slowly lowered to half-staff. When at half-staff, at sunset the flag must be raised again to the peak and then lowered slowly before being stored for the night. When the flag is displayed at half-staff during a period of mourning, it must be so displayed also on all Sundays included in such period, when the postmaster or other postal employees are on duty in the facility.

.23 When Regularly Displayed

.231 When the postmaster or other postal employees are on duty in the facility, the flag must be displayed as soon after sunrise as practicable and until sunset on workdays, on the holidays and special days listed below, and on days proclaimed by the President of the United States.

January 1	New Year's Day
January 20 (every 4th year)	Inauguration Day
February 12	Lincoln's Birthday
February 22	Washington's Birthday
---	Easter Sunday
April 13	Thomas Jefferson's Birthday
April 14	Pan American Day
May 8	V-E Day
2nd Sunday in May	Mother's Day
3rd Saturday in May (usually)	Armed Forces Day
May 22	National Maritime Day
May 30	Memorial Day (see 441.241)
June 14	Flag Day
July 4	Independence Day
August 19	National Aviation Day
1st Monday in September	Labor Day
September 2	V-J Day
September 17	Constitution Day
October 12	Columbus Day
November 11	Veterans Day
4th Thursday in November	Thanksgiving Day
December 25	Christmas Day
Dates of admission to Union	Birthdays of States
---	State holidays

.232 If any of the days listed in 441.231 falls on Sunday, and the following day (Monday) is observed as a holiday, the flag must be displayed on both Sunday and Monday.

.24 When Displayed Half-Staff

.241 Memorial Day. On Memorial Day, May 30, the flag must be flown at half-staff from sunrise, or the hour at which it is raised, until noon, and then hoisted to the peak of the staff, where it must be flown until sunset.

.242 Deaths of Prominent Persons. The flag must be flown at half staff, as indicated, on the death of any person listed in Exhibit 441.242.

.243 Other Occasions.

a. The heads of government departments and agencies may direct that the flag be flown at half staff on buildings, grounds, etc., under their jurisdiction on occasions other than those specified which they consider proper. Notification of such an order is made by the APMG, Public and Employee Communications, to regional P&EC Directors, who notify the heads of all postal facilities.

b. The flag may be displayed at half staff on days when funerals of returned war dead are being held locally, when the flags on municipal, county, or State buildings and business establishments generally are being displayed in that manner.

.25 Other Display Requirements

.251 Bad Weather. During severe weather conditions when it is probable that the flag may be damaged, it should not be flown.

.252 Requests and Questions. Postmasters/installation heads should direct requests to fly the flag at half staff under conditions not listed in 441.24, or other questions regarding display or use of the flag, to the regional P&EC Director. Questions from regional or Headquarters offices are referred to the APMG, Public and Employee Communications.

442 Flag Maintenance and Supply

442.1 Repairs

Flags which have become frayed or torn must be neatly hemmed and continued in use.

442.2 Destruction

When a flag is badly worn and is no longer a fitting emblem for display, it may not be cast aside or used in any way that might be viewed as disrespectful to the

On death of:	Flag displayed half staff for:	On all Federal buildings in:
President or former President	For 30 days from date of death.	District of Columbia; throughout the U.S., its territories and possessions
Vice President; Chief Justice or retired Chief Justice of U.S.; Speaker of the House of Representatives	For 10 days from date of death.	
Associate Justice of Supreme Court; Cabinet member; former Vice President; President pro tempore of the Senate; Majority Leader of House; Minority Leader of House.	From day of death until interment	
U.S. Senator; U.S. Representative; Delegate;	On day of death and following day.	Metropolitan area of District of Columbia; the State, Congressional District, Territory, or Commonwealth
Resident Commissioner from Commonwealth of Puerto Rico	From day of death until interment.	
Governor of a State, Territory, or possession	From day of death until interment.	The State, Territory or possession
Prominent local citizen	From day of death until immediately after funeral.	Locally
Other officials, former officials, or foreign dignitaries	Flag is displayed half staff under orders or instructions issued by or at the direction of the President, or according to recognized customs or practices not inconsistent with law.	

Exhibit 441.242 Half Staff Display on Death of Prominent Persons

national colors, but it must be destroyed as a whole, privately, in a dignified manner and preferably by burning.

442.3 Requisitioning New Flags

Requisitions for new flags must be submitted by field officials to their designated supply centers.

443 Burial Flags

443.1 Post Offices as Depositories

.11 Section 901, title 38, U.S.C., as amended by Public Law 89-358, provides that a flag be furnished to drape the casket of each deceased veteran who:

a. was a veteran of any war, of Mexican border service, or of service after January 31, 1955;

b. had served at least one enlistment; or

c. had been honorably discharged, or released from the active military, naval, or air service for a disability incurred or aggravated in line of duty.

.12 The law further provides that after burial of the veterans, the flag furnished must be given to their next of kin; or if not claimed by next of kin, to a close friend or associate of the deceased veteran upon request.

443.2 Cooperation with VA

.21 Issuing Burial Flags

Postmasters at CAG A-J offices and at CAG K offices located at county seats, must cooperate with the Veterans Administration (VA) when requested to act as depositories for burial flags. Upon the death of a veteran and in compliance with rules and regulations issued by the VA, a depository must issue a flag to drape the casket.

.22 Correspondence

VA supplies burial flags, application forms, and the rules and regulations governing flag issue. Postmasters must address all correspondence relative to the supply and issuance of the flags to the VA Regional Offices that use their office as a depository.

Chapter 5
Facilities and Equipment

510 Real Estate and Buildings

511 General

511.1 Responsibility

.11 The Real Estate and Buildings Department is responsible for:

a. Providing new and improved facilities through ownership or lease.

b. Disposing of properties no longer required for postal use.

c. Outleasing or subleasing space in existing owned and leased facilities that is not currently required or is being held for future operational requirements.

d. Providing innovative management of all properties under USPS control.

.12 Instructions and procedures in Handbook RE-1, *Realty Acquisition and Management*, are used to carry out this responsibility. Handbook RE-6, *Environmental Procedures*, provides procedures governing the environmental aspects of this responsibility.

511.2 Delegation of Authority

.21 Approval Authority

.211 Publication 190, *Capital Investment Policies and Procedures*, contains approval authority for:

a. The purchase, construction, lease, alteration, maintenance, and repair of postal land and facilities and equipment.

b. The disposal of equipment, leased land, leased facilities, and USPS-owned land and buildings.

.212 This authority is granted to the Regional Postmaster General, who has the option to redelegate wholly or partially to regional headquarters offices and field organizations.

.22 Contracting Authority

Authority for approving and entering into contracts is subject to section 1, part 4 of Publication 41, *Postal Contracting Manual.*

512 Acquiring Space

512.1 New or Existing Facilities (Leased or Owned)

.11 Procedures for Acquiring New Space

.111 Requests. The requirements organization forwards requests for acquiring new or existing buildings or land through channels to the official with approval authority for funding, as specified in Publication 191, *Capital Investment Implementation Instructions*, and supplemented by regional directives. (See ASM 521.)

.112 Space Surveys for Facility Planning. The requirements organization plans and makes space surveys. Complete space requirements request on either:

a. Form 929, *Facility Planning Data*, or

b. Form 1978, *Postal Space and Site Requirements*, and Form 4551, *Projected Fleet Requirements.*

.113 Economic Analysis. The requirements organization completes an economic analysis of alternative solutions to the facility problem, so the most favorable can be pursued. A lease/buy analysis is made to determine the relative advantage of the available alternatives.

.114 Request for Service/Project Authorization. On final approval of a project, the requirements organization submits (a) Form 7437, *Real Estate and Buildings Services Request*, and (b) Form 4209, *Project Authorization* (for capital projects costing more than $2,000 and expense projects $5,000 and over) to the Real Estate and Buildings Department.

.12 Continuing Space in Existing Leased Quarters

To continue occupancy of a leased facility, the requirements organization must give notification approximately 18 months in advance of the expiring lease term. Furnish to the local Field Real Estate and Buildings Office (FREBO), a Form 7437 to (a) exercise a renewal option, (b) obtain an extension of the present lease, or (c) negotiate a new lease agreement. Specific improvements, repairs, or alterations required to the leased facility may be incorporated in the request for services at this time. The anticipated lease period and arrangements for continued occupancy should be sufficient to justify expenditures for the improvements. Also, funding of the project is authorized at this time by the Form 7437.

.13 Emergency Space

The postmaster may obtain temporary quarters which meet requirements, when emergency space is needed to protect mail and postal equipment. The regional General Manager, Real Estate Division, or the FREBO manager should be contacted immediately to finalize an agreement for the emergency space or to arrange for relocation to suitable temporary quarters.

.14 Christmas Space

.141 No Cost Space. When additional space is required for Christmas operations, attempt to obtain it at no cost to the Postal Service. Free space is sometimes available at local National Guard armories or civic locations. When free space cannot be obtained, postmasters may obtain temporary space in commercial or industrial buildings.

.142 Lease. Form 7417, *Short Form Lease,* must be completed by the postmaster and signed by the property owner (lessor). The completed Form 7417 is sent to the district manager for processing through the appropriate real estate channels.

.143 Assistance. The local FREBO or the regional general manager, real estate division, can provide assistance in obtaining temporary space.

512.2 Security Management

Prior to submitting requests for acquisition of new buildings, changes in existing facilities, or acquisition of emergency or Christmas space, notify the inspector-in-charge so that security arrangements can be coordinated. Any property selected for temporary use must be examined to ensure that proper security of mails and postal equipment can be maintained.

513 Changes Affecting Leases

513.1 Title Transfer or Death of Owner

The postmaster or manager should immediately advise the local FREBO when the ownership of a leased building is transferred, or the lessor dies. The FREBO will stop rental payments until documentation is received to support payment to the new owner(s).

513.2 Cancellation

.21 General. The formal lease agreement between the USPS and lessor often contains provisions for cancellation of the lease upon written notice by either party.

.22 By USPS. When the requirements organization no longer requires a leased facility, it gives notice to the FREBO to terminate the lease through submission of the Form 7437. The FREBO then prepares a letter to the lessor citing the paragraph of the lease under which action is being taken, and the effective date of termination.

.23 By Lessor. Postmasters must immediately forward to the local FREBO any notification received from a lessor that terminates or cancels a lease on a leased building.

513.3 Vacating Building

When a lease is terminated or canceled, or expires, and the property is to be vacated, the contracting officer, coordinating with the postmaster, assures that the premises are vacated and keys are delivered to the lessor by the date specified. Postmasters should remove USPS identification from the building and post a sign advising the public of the new location.

513.4 Authorization to Move or Occupy

The contracting officer directs the postmaster to move or occupy new leased quarters by issuing Form 7443, *Authorization to Move or Occupy.*

514 Repair of Leased Premises

514.1 Lessor's Responsibilities

.11 Preventive Maintenance. Most postal leases contain provisions making the lessor responsible for maintaining the premises in good repair and tenantable condition (except for repair of damage caused by USPS agents or employees). Where a lessor has maintenance responsibilities and has not voluntarily established systematic preventive maintenance, the postmaster or contracting officer should encourage the lessor to do so.

.12 Repairs. When repairs are needed for which the lessor is responsible, the postmaster submits in writing a request to the lessor to make the needed repairs, establishing a reasonable time period for compliance. If the repairs are not completed within the specified time, or within a reasonable extension, the postmaster refers the matter to the local FREBO. Include copies of all previous correspondence and complete information on the conditions and needs. The FREBO submits a request to the lessor, the mortgagee, and the assignee, outlining the repairs required and establishing a reasonable time for completion before taking action to have the Postal Service make the repairs.

.13 Third Party Repairs. Repairs by third parties are only considered after every reasonable effort has been made to have the lessor complete the repairs. When repairs are estimated to cost more than 25 percent of the annual rental or $5,000, whichever is greater, the lessor must be requested to participate in a joint inspection of the problem and the proposed repairs, along with possible alternative repairs, to solve the problem. The intent of this provision is to establish a basis for agreement as to the extent of repairs required. Lessors should be given a minimum of 10 days notice to participate in a joint inspection with FREBO staff.

514.2 Emergency Repairs

.21 Designation of Repairman

USPS leases require a lessor to designate a repairman whom the postmaster may call in an emergency, if the lessor cannot be contacted within a reasonable time. To comply with this requirement, the contracting officer asks the lessor to complete Form 7426, *Designation of Emergency Repairman*, at the time the lease is executed, furnishing a copy to the postmaster. The contracting officer should ask lessors, under all forms of lease agreements which contain no specific requirement, to complete Form 7426.

.22 Emergency Procedure

.221 The postmaster contacts emergency repairmen listed on Form 7426 only after continued efforts to reach the lessor have been unsuccessful, and the emergency repair is essential for continued operation, health, or safety of building or personnel. When a designated emergency repairman is called, a full report is sent to the lessor and the local FREBO as soon as possible. List dates, times called, and the nature of the emergency.

.222 If no Form 7426 or other authorization from the lessor exists for emergency repairs, the postmaster must refer the repair to the FREBO. Unauthorized repairs by a postmaster may result in a claim by the lessor for which the postmaster may be held liable, if these procedures are not followed.

.23 Change of Ownership

The FREBO sends Form 7426 to the new owner for completion when a change of ownership on a leased building takes place.

515 Improvements and Modifications

515.1 Procedures

.11 Leased Buildings. These procedures are applicable at leased facilities when the work is to be accomplished by the Postal Service rather than through a lessor. Caution must be exercised to ensure that the Postal Service does not violate conditions of the lease and/or incur unnecessary restoration costs.

.12 USPS-Owned Buildings. These procedures are applicable at all postal-owned facilities.

.13 GSA and Historic Buildings. All projects at GSA and historic buildings, as described in Handbook RE–1, *Realty Acquisition and Mangement*, must be submitted to the Field Real Estate and Buildings Offices (FREBOs).

.14 Routing and Contracting

.141 Projects under $5,000.

a. After district manager approval, BMEOs will transmit project packages estimated to cost less than $5,000 to the appropriate Procurement Services Office for contracting. In these cases, a copy of the Form 4209 or 7381 should be sent to the appropriate FREBO. The project package consists of: the project approval form, any necessary purchase descriptions, drawings, specifications, and any applicable wage determinations for projects expected to exceed $2,000.

b. Form 7322, *Solicitation Offer and Award (Construction Contract)* will be the normal contract document for expense projects between $2,000 and $5,000, although a Form 7334 may be used in emergency repair situations. The Procurement Services Office will insert the funding office's finance number and account number in the upper right hand portion of the Form 7322 prior to forwarding it to the support Postal Data Center.

c. When Form 7322 is used, the support Postal Data Center will require a certified invoice prior to payment to the contractor. When Form 7334 is the contract document (emergency expense repairs costing $2,000 to $5,000 and all expense projects costing less than $2,000), the support Postal Data Center will require an invoice and receiving report (copy #6, Form 7334) prior to payment to the contractor.

d. Current PACS commitment and payment forms will be used for capital projects.

.142 Projects $5,000 and Over. After district manager approval, BMEOs transmit projects costing $5,000 and over to the appropriate FREBO.

515.2 Installation of Additional Lockboxes

.21 Policy. Sectional center managers/postmasters have limited authority to rearrange or insert additional lockboxes in existing lobbies without going through higher management. Generally, the services of the FREBO are required when the project cost exceeds $2,000 and/or involves rearrangement or extensive modification of the lockbox lobby.

.22 Scope. These procedures are established to expedite local modifications of lockboxes. They apply only to sectional center facilities, general mail facilities, associate post offices, and branches and stations.

.23 Historically Significant Facilities. Any proposed modification for additional lockboxes to an owned or leased postal facility that is listed or eligible for listing on the National Register of Historical Places must be submitted to the FREBO.

.24 Postal Owned Facilities

.241 The SC manager/postmaster is authorized only to replace blank panels with lockboxes or to relocate lockboxes within a panel if no rearrangement of the box lobby is required. This work can be performed by either the local maintenance staff or by contract.

.242 In cases where rearrangement or extensive modification of the lockbox lobby is required, the project must be forwarded to the FREBO. The FREBO is responsible for the redesign of the lobby to ensure satisfactory changes in the heating, ventilating, air conditioning, and lighting systems, floor and/or ceiling structure, security, and compliance with requirements for the handicapped.

.243 When the redesign of the lobby is completed, and the estimated cost of construction determined, the FREBO may delegate construction to the PSO, within the limits of the PSO's authority, for award of a contract.

.25 GSA-Controlled Facilities

.251 The USPS-GSA agreement (see 516.31) does not permit the Postal Service to make building modifications without prior approval from GSA. Subject to the regional Real Estate and Buildings Department's obtaining a concession from GSA, the SC manager/postmaster is authorized to replace blank panels with lockboxes or to relocate lockboxes within a panel if no rearrangement of the box lobby is involved. This work can be performed by either the local maintenance staff or by contract.

.252 All other lockbox lobby modifications must be submitted to the FREBO.

.26 Other Leased Facilities

.261 When blank panels are to be replaced by lockboxes, or boxes are to be rearranged in a panel without modifying the box lobby, the SC manager/postmaster is authorized to perform the work, provided that the FREBO coordinates the work with the owner before any work is initiated. Subject to the FREBO's notice to proceed, this work can be performed by either the local maintenance staff or by contract.

.262 All other lockbox lobby modifications must be submitted to the FREBO.

.27 Contracts. Contracts to replace blank panels with lockboxes, or to relocate lockboxes within a panel if no rearrangement of box lobby is required, are accomplished as follows:

a. By the SC manager/postmaster using existing local purchase authority, if cost does not exceed $2,000.

b. By submission to FREBO for entry and tracking in Project Authority Control System (PACS) and Facility Management System (FMS), if cost exceeds $2,000. The FREBO awards or may delegate to PSO for award of a contract.

.28 Processing Requests

.281 The request for services for lobby modification is initiated by the postmaster/installation head through the SC manager to the district manager.

.282 If the request is disapproved or must be budgeted for a future year, the postmaster is promptly notified of the decision.

.283 If the request is approved, the district manager submits the request for services to the FREBO, which advises the district manager of the project schedule within 30 calendar days.

.284 The district manager transmits the schedule to the postmaster and simultaneously advises the PSO of the schedule.

.285 The FREBO reports any changes in the schedule to the district manager, who informs the postmaster.

516 Real Property Management

516.1 Disposal of USPS-Owned Excess Real Property

.11 Inventory Review

The requirements organization, with the regional Real Estate Division, reviews the inventory of USPS-owned property at least semi-annually, to determine if there are any properties for which the Postal Service has no forseeable need. Other interested regional offices also review the inventory, and necessary approvals for disposal of any excess properties are obtained.

.12 Procedure for Disposal

If the regional capital investment committee (CIC), or other regional office with such authority, approves a property as being excess to USPS needs, the region submits a written recommendation to the Real Estate and Buildings Department to dispose of the property. This must be done no later than 180 days prior to the estimated date of occupancy of the replacement facility when the USPS still occupies the property to be disposed of.

516.2 Management of USPS-Owned Real Property Held for Development

.21 Purpose

The USPS owns numerous properties being held for development. The holding time varies with changing requirements, priorities, and funding. The Office of Real Estate, Headquarters, is responsible for obtaining maximum use of these properties, and whenever possible, a monetary return on USPS investment. Therefore, all USPS-owned properties being held for development must be studied for possible interim USPS use, or for financial benefit by outleasing, if feasible.

.22 Protection of Vacant Property

.221 Responsibility. Unoccupied buildings, improvements, or undeveloped sites, which have no potential for leasing or other beneficial use, must be protected against unauthorized use, vandalism, or damage. They will be kept in as good condition as can be economically justified. Minimum requirements for protecting and maintaining this property are issued by the regional Real Estate Division.

.222 Requirements

a. Draining water pipes and radiators.

b. Locking or boarding windows, doors, and other openings.

c. Posting signs where necessary with the notice: *No Trespassing—U.S. Postal Service Property.* If these signs are not readily available, similar signs are stocked by GSA.

d. Cutting weeds and grass to reduce fire hazard and to eliminate possible complaints from city and municipal authorities.

e. Removing snow and ice from sidewalks.

f. Notification to local law enforcement authority.

.23 Day-to-Day Management

The ranking postal official in the community or area where the unoccupied building, improvement, or undeveloped site is located is responsible for day-to-day management of the property. This official is notified by the FREBO of this responsibility, which includes the following:

a. Advise FREBO of any problems encountered at the site, whether it is leased, occupied, or vacant.

b. Make periodic and unscheduled visits to the site as needed, but not less often than monthly.

c. Refer any problem that cannot be resolved at the local level to the FREBO.

516.3 Interchange of Space in USPS and GSA Buildings

.31 USPS-GSA Agreement

Occupancy of space by the USPS in GSA-controlled buildings, and by other Federal agencies in USPS-controlled buildings, is governed by the *Agreement Between General Services Administration and the United States Postal Service Covering Real and Personal Property Relationships and Associated Services* (USPS/GSA Agreement).

.32 Standard Level User Charge (SLUC)

The Standard Level User Charge under which each agency compensates the other for space occupancy provides for standard levels of building operation, utilities, cleaning, equipment operation, and security.

.33 GSA-USPS Relationship

The relationship between GSA and USPS is on an owner-agency/tenant-agency basis. Other Federal agencies, U.S. courts, and Members of Congress occupying space in USPS buildings are considered sub-tenants of GSA.

516.4 Leasing Excess Space and Facilities

.41 General

The USPS owns and leases numerous properties throughout the United States. Additional properties are acquired by purchase, leases, or exchange of properties with GSA. It is important to have an effective and successful realty management program, and to consider leasing excess space and facilities whenever possible to reduce the USPS financial obligation.

.42 Leasing to GSA

.421 GSA is the leasing agency for most Federal agencies, including Members of Congress. Almost all Federal agencies occupying space in USPS-owned properties, are assigned the space by GSA, which acquires space assignment rights through agreement with the USPS. GSA reimburses USPS for space leased, according to the SLUC.

.422 Keeping Federal agencies as tenants, whenever possible, is preferable. However, leasing all excess space through GSA to other Federal agencies may not be possible. If GSA has no requirement for the extra space, the USPS must obtain other tenants.

.43 Leasing to Other Than Federal Agencies

.431 Procedure. Excess space not required by GSA is offered to state, county, and municipal government agencies. If none of these have a requirement for the space, a suitable tenant can be obtained from the private sector.

.432 General Requirements. Care and good judgment must be exercised in leasing to nongovernment tenants, to ensure that activities of the tenants do not adversely affect postal operations.

.433 Specific Requirements

a. The prospective tenant must be financially reliable.

b. Space leased to nonpostal tenants must be accessible by private entrance, public hallways, or other areas which do not violate postal security regulations.

c. Normal operating hours of the tenant should not conflict with the operating hours of the building.

d. Normally, building maintenance, repairs, utilities, and custodial services are USPS responsibility, but subject to the terms of the original USPS lease, if any.

e. Any space alterations or special requirements of the lessee are the lessee's sole expense. Requested alterations and requirements are approved by the contracting officer only upon a positive recommendation by the district manager.

f. The tenant contracts for telephone installation with the appropriate telephone company, at no expense to the Postal Service.

.44 Reporting Excess Space, Buildings, and Land

Postmasters, sectional center managers, and district managers must report all excess space in USPS-owned or -leased buildings, vacant land and buildings, or undeveloped USPS-owned sites. Submit Form 7437 through regular channels to the local FREBO or the regional general manager, Real Estate Division, requesting that excess space be leased. The postal manager receives credit for the rental income for leasing of excess property or space.

516.5 Obtaining Space by GSA in USPS-Controlled Buildings

.51 Requests from Other Government Agencies

All requests for space in USPS buildings received by the Postal Service from other Federal agencies (including courts and Members of Congress) must be referred without action to GSA. When an agency requests additional space in a USPS building, GSA notifies the local FREBO. Postal managers must not authorize the use of unassigned space without the concurrence of the FREBO.

.52 Procedure

Arrangements for assigning space in USPS buildings for Federal agency use are made by GSA with the concurrence of the FREBOs. Space in USPS buildings already assigned to GSA for GSA or agency use may be reassigned by GSA, provided reasonable advance notice is given to the FREBOs.

.53 Assignment of Space to GSA

The FREBO manager notifies GSA when excess space in USPS buildings is available to GSA for assignment to Federal agencies. The space is held available for GSA for 30 days unless a longer period is mutually agreeable. If GSA advises there is no requirement for the space, or if the period of availability expires without reply, the FREBO takes other action to lease the space.

.54 Alterations to Vacant Space

If excess space is not leasable without alterations, a study is conducted to determine whether making the space into leasable space is structurally and architecturally feasible. An economic analysis is also made to determine if this action is in the best interest of the Postal Service, based on anticipated rental. District managers with excess space within their jurisdiction should furnish a Form 7437 to the local FREBO for assistance in developing an economic analysis.

.55 Initial Tenant Alterations

The USPS is responsible for initial tenant alterations to the space assigned to GSA in USPS-owned or leased buildings, as required by the USPS/GSA Agreement.

516.6 Obtaining Space by USPS in GSA-Controlled Buildings

.61 Procedure

When the USPS requires space in a GSA-controlled building, or additional space in one it already occupies, GSA is notified through the local FREBO. A Form 7437 is submitted by the requirements organization, through proper channels, to the FREBO.

.62 Initial Tenant Alterations

GSA is responsible for initial tenant alterations to space assigned to the USPS in GSA-controlled buildings, as required by the USPS/GSA Agreement.

.63 Alterations, Improvements and Services

The USPS/GSA Agreement provides that GSA is responsible for all work involving alterations, improve-arrangement is mutually agreeable. If the USPS requests, and GSA provides, services above those normally provided under the standard levels established in the USPS/GSA Agreement, the costs are separately reimbursed to GSA by the USPS.

516.7 Preemption by USPS or GSA of Space Occupied by the Other

.71 USPS-Controlled Buildings

.711 The USPS notifies GSA at least 90 days in advance when space is required in USPS buildings occupied by nonpostal Federal agencies. *Exception:* If the USPS needs space used as a courtroom in a postal building, at least one year advance notice must be given to GSA.

.712 When the USPS no longer requires a facility in which GSA, other Federal agencies, courts, or Members of Congress occupy space, the FREBO notifies the appropriate GSA regional office, according to the schedule in the USPS/GSA Agreement.

.72 GSA-Controlled Buildings

.721 GSA notifies USPS at least 90 days in advance when space is required in GSA-controlled buildings occupied by the USPS. *Exception:* If GSA requires postal workroom, lockbox or screenline lobby, postal swingroom, locker room, mailing vestibule, or platform space, at least one year advance notice must be given to the Postal Service by GSA.

.722 When GSA no longer requires a facility in which the USPS occupies space, GSA notifies the appropriate FREBO, according to the schedule in the USPS/GSA Agreement.

.73 Funding

.731 When GSA or the USPS preempt space assigned to the other, the preempting agency funds only the moving expenses, including reasonable costs incidental to the move (such as moving and reinstalling telephones) of the agency or agencies required to relocate. Costs for relocating telephones cannot exceed costs of duplicating the phones existing before moving. *Duplicating existing telephones* is defined as replacing like telephone equipment, including color, number, and type of instruments, number of circuits, buttons, lights, and buzzers.

.732 The cost of moving and reinstalling telephones would not be payable by the USPS to agencies required to relocate from a building being abandoned and excessed by the Postal Service.

.733 The postal organization requesting pre-emption of space for its use is responsible for budgeting and payment of these costs.

516.8 Building Operations and Maintenance

.81 Operation of Parking Facilities

.811 In buildings operated by GSA, the USPS assigns and reassigns postal parking spaces allocated for USPS use.

.812 In buildings operated by the USPS, GSA assigns and reassigns nonpostal parking spaces allocated for other agency use.

.813 Physical protection, maintenance, and policing of all parking areas is provided by the agency operating the building.

.82 Building Services

The owner agency furnishes building services, utilities, and alterations specified as standard level in Attachments 1, 2, and 3 of the USPS/GSA Agreement. Complaints and requests relating to required building services are made or referred to the owner agency's building manager. If the building manager does not provide a satisfactory solution to the complaint or request, refer the matter to the appropriate USPS or GSA regional office.

516.9 Reimbursable Services In Excess of SLUC

.91 Policy

The USPS/GSA Agreement requires the USPS and GSA to reimburse each other for additional recurring and nonrecurring services each agency provides in excess of the SLUC.

.92 Definitions

.921 *Recurring Services.* Any additional utilities or custodial or security services required by a tenant or subtenant agency on either a one time or continuing basis to maintain a building operation in excess of one shift per day (8 hours, plus a minimum of one hour start up and one hour shut down time) 5 days per week, are classified as recurring services.

.922 *Nonrecurring Services.* Any one time improvement, alteration, or service required for a specified scope of work in a tenant or subtenant space, and for which a one time payment is to be paid by the agency, is considered a nonrecurring service.

.93 GSA Building Occupied by USPS

.931 When recurring or nonrecurring services are required by a postal manager (postmaster or officer in charge) in a GSA-controlled building, a Form 7437 is completed and forwarded through channels to the district manager. The form should provide a clear and concise description of the recurring or nonrecurring service required. The district manager reviews, modifies, cancels or approves the form and forwards it to the FREBO.

.932 In the case of recurring services, Form 7437 must be submitted 120 days prior to start of the fiscal year or date the service is required. No further action is required by the district manager, MSC manager or postal manager except to assure that the estimated cost of the recurring service has been budgeted for.

.933 The Form 7437 for nonrecurring services must be accompanied by a Form 4209 based on the estimated cost of the service if over $2,000.

.934 On receipt of Form 7437, the FREBO completes GSA Form 2957, *Reimbursable Work Authorization,* and forwards it to appropriate GSA office.

.94 USPS Buildings Occupied by GSA

.941 Federal agencies occupying space in USPS buildings and requiring recurring or nonrecurring services beyond standard levels specified in the USPS-GSA Agreement must complete GSA Form 2957 and forward the form to GSA Regional Public Buildings Service. GSA submits copies 2 through 9 of GSA Form 2957 to the FREBO manager with jurisdiction over the installation where the service is to be provided. The FREBO coordinates all recurring or nonrecurring requests received from GSA with the postal manager.

.942 When a postal manager becomes aware that a Federal agency is using space in excess of the SLUC and/or making improvement or alteration to USPS space without a GSA Form 2957 on file in the postal manager's office, the postal manager is to immediately notify the FREBO of the circumstances. The FREBO investigates the service being used by the Federal agency and notifies GSA that such services, if recurring in nature, will be discontinued within 10 days if Form 2957 is not submitted. If the service is nonrecurring in nature, GSA should be advised to cease work immediately. If the Postal Service has incurred cost or substantial damage as a result of the Federal agency actions, GSA should be so advised and the Postal Service reimbursed to that extent.

517 Facility Planning

517.1 General

The process of providing new postal quarters is subject to the requirements of a number of laws, executive orders, and other regulations. It is imperative to include these various considerations during project development. This part outlines these requirements and the procedures which must be followed in the planning process.

517.2 Community Contact

.21 Purpose

It is important to know and consider the views of local public officials, news media, and interested citizens at an early stage in the facility planning process.

.22 Application

.221 Notification procedures apply to: (a) any facility newly occupied by the Postal Service (existing building or new construction; (b) any alteration of an existing postal facility involving relocation of employees and vacating or change in function of another existing facility. *Examples:* expansion of a main office and closing of an annex; expansion of a main office to accommodate carriers from a station, changing status of the station to a finance station.

.222 Exception. Procedures do not apply to alterations which do not directly affect employee complement or customer services in the facility.

.23 Notification of Local Officials

.231 The district manager coordinates with local public officials as early as possible in the planning of a project. In all cases, this should be prior to preparation of the initial community survey by real estate personnel, and for major facilities, as soon as the facility planning concept is approved. With RPMG approval, the district manager may delegate responsibility for all or part of this coordination to appropriate sectional center managers/postmasters.

.232 Start the coordination with a letter to the head of the local government (e.g., mayor, city manager, town manager), and the state government official responsible for planning and/or zoning. Notify them that the USPS is conducting a study to establish requirements for construction of a new facility within the community. Invite comments and suggestions. Avoid reference to any specific site locations.

.233 Include in the letter:

a. A general description of the project, preferred site area (if known), its need, approximate size, number of postal employees, the area serviced by the project, the service impact, and the traffic, if any, to be generated by the project;

b. An offer to have a postal representative meet with local officials for public discussions to further review the project.

.234 Furnish a copy of the letter to the regional RE&B director, so that notification requirements specified by OMB Circular A-95 can be initiated.

.24 Presentation or Public Discussions

.241 Planning. If these are specifically requested by local officials or are considered necessary by the district manager to resolve differences:

a. Call upon real estate or engineering personnel in Real Estate and Buildings Department to assist in planning the discussions, if necessary.

b. Advise the Government Relations Department and Consumer Advocate at Headquarters when discussions are scheduled.

c. Use existing public forums, such as planning and/or zoning commission meetings, city council meetings, etc., as much as possible.

.242 Content of Discussions. Emphasize the following:

a. The primary purpose is to obtain local input regarding project location and definition, which will be given all possible consideration during planning for the proposed facility.

b. The final project approval is contingent upon successful completion of the planning phase, which must consider USPS service requirements, site availability, environmental impact, and overall economics.

.243 Results of Discussions.

a. The district manager keeps a record of attendees, time, location, and major points discussed.

b. The public information officer or other qualified official issues an appropriate news release regarding the discussion.

c. Advise Government Relations Department and the Consumer Advocate of the results.

.25 Letter of Concurrence

.251 When the coordination is completed, the district manager requests a letter from the local government either (a) stating its concurrence or (b) stating its reasons for nonconcurrence, any limitations on concurrence, any alternate preferred site area, and/or any other proposals. All information received will be given full consideration in the planning process.

.252 Copies of the letter from the local government are distributed to:

a. Regional RE&BD and, if a major facility project, another copy to Headquarters RE&BD for inclusion in the site planning report.

b. The APMG, Government Relations, when congressional interest is involved.

c. The Consumer Advocate on request.

.253 If there is a negative reaction by other elected officials, civic groups, or members of a congressional delegation after this concurrence, the postmaster/district manager must immediately inform the RPMG. For a major facility project, also notify the APMG, Real Estate and Buildings, through the proper channels.

.26 Final Project Development

.261 Evaluate the site alternatives according to the National Environmental Policy Act (NEPA), using Handbook RE–6. This requires considering all alternative courses of action and developing environmental information for evaluating them. (*Note:* keep the APMG, Government Relations, and Consumer Advocate informed as to the status of the project development.)

.262 Ensure that the selected site is properly cleared with the appropriate clearinghouse, in compliance with OMB Circular A–95. (See Handbook RE–1, section 4.304.)

.263 Once the project is determined to comply with the requirements of NEPA and OMB, complete site acquisition procedures.

517.3 Compliance with Randolph-Sheppard Act Amendments of 1974

.31 Policy

Facility planning must comply with regulations issued by the former Secretary of Health, Education, and Welfare (HEW) on March 23, 1977, implementing the Randolph-Sheppard Act Amendments of 1974. The regulations (45 CFR 1369.30 and 1369.31) provide for the inclusion of satisfactory sites in Federal buildings for the location and operation of vending facilities by blind persons. (20 U.S.C. 107a(d).)

.32 Requirements

The basic requirement is for the inclusion in applicable buildings of a service area which may serve as a satisfactory site for a blind vending facility. The area must have no less than 250 square feet of space, together with sufficient electrical, plumbing, heating, and ventilation for a vending facility, in accordance with applicable codes.

.33 Application

.331 Types of Buildings Affected

a. Buildings which will house 100 or more employees during the day tour, or

b. Buildings which will contain 15,000 or more net interior square feet.

.332 Types of Projects Affected

a. New construction.

b. Alteration, improvement, or modernization which will make a permanent material change in the floor area of the building that would render the building appropriate for the location and operation of a vending facility by a blind vendor.

c. Purchase or lease of an existing building for use as a postal facility. Exception: where fee title is acquired to an existing leased postal facility under a purchase option or other agreement made prior to January 2, 1975, provision for a service area beyond that already existing is not required.

.333 Exception in Unusual Circumstances. If the USPS and the state licensing agency agree in writing either (a) that it is not possible to install a service area or (b) that operation of a blind vending facility would not be physically or economically feasible, in a building that would otherwise qualify, provision for the service area need not be included.

.34 Notification Requirements

.341 When the USPS awards a contract for architectural-engineering services for design of a new facility with a satisfactory site for a vending facility, the USPS must notify the appropriate state licensing agency. A copy is sent to HEW.

.342 Plans for a vended or manual cafeteria must also be included in the letter. The letter is sent certified, return receipt requested, in the format in Exhibit 517.34.

.343 For regional projects, the regional RE&B Director sends the letter, with a copy to the regional Employee and Labor Relations Director.

.344 For major facility projects, the Office of Program Planning, RE&B Department at Headquarters, sends the letter, with a copy to the APMG, Employee Relations.

.345 If the state licensing agency's response, or any other communication, presents a need for negotiations with the state or HEW, the matter should be forwarded immediately to the regional E&LR Director for resolution.

517.4 Environmental Assessment

It is USPS policy to examine the environmental impacts of all postal projects during facility planning, and to avoid or mitigate any substantial adverse impacts on the environment, according to the procedures in Handbook RE–6.

517.5 Transportation Cost Studies

A transportation cost study must be prepared for each major facility project where transportation costs are a factor in the evaluation and selection of the facility site.

517.6 Construction Cost Indices

.61 USPS Construction Cost indices are shown in Exhibit 517.61.

.62 Cost per square foot of building construction should not exceed the following:

Sq. Ft. (000)	*Cost*
0–10	$45 x Index
10–20	$42 x Index
20–50	$40 x Index

517.7 Compliance with Clean Air Act, Clean Water Act, and Safe Drinking Water Act

.71 Requirement

The USPS is required to comply with the Clean Air Act (PL 95-95 as amended), the Clean Water Act of 1977 (PL 95-217), and the Safe Drinking Water Act (PL 93-523 as amended by PL 95-190 (42 USC 300 j-6)). These Acts make the Postal Service subject to all federal, state, interstate and local requirements for

To: (State and Licensing Agency)
Copy to: **Secretary**
Department of Education
Attn: Division for the Blind and Visually Impaired
Mary E. Switzer Bldg.
330 "C" Street, S.W.
Washington, D.C. 20201

This is to advise you of the intention of the U.S. Postal Service to (construct) (renovate) (purchase) (lease) a facility for which notification is required by the former Department of Health, Education and Welfare (HEW) Regulations (45 CFR 1369.31) to implement the 1974 Amendments to the Randolph-Sheppard Act (Public Law 93–516).

The facility is (to be) known as the (*title and description; e.g. Big City, TX Main Post Office*). It will be located at (*address or description*). It will contain approximately ________ square feet of interior floor space and will house a total complement of approximately (*number*) employees, expected to be scheduled to work approximately as follows:

Tour 1 12:00 M - 8:00 AM ________ employees
Tour 2 8:00 AM - 4:00 PM ________ employees
Tour 3 4:00 PM - 12:00 AM ________ employees

The planned facility is scheduled for occupancy in (*month/year*). A service area of approximately 250 square feet, which may serve as a satisfactory site for the location and operation of a vending facility by blind persons is included in (the plans for) the building. The state licensing agency is hereby offered the opportunity to determine whether the building includes a satisfactory site or sites for a vending facility.

The state licensing agency, subject to the approval of the Postal Service, is offered the opportunity to select the location and type of vending facility to be operated by a blind vendor prior to the completion of the final space layout of the building.

I would appreciate your response to this notification pursuant to 45 C.F.R. 1369.31 within 30 days of receipt, including advice as to whether your agency intends to establish a vending facility.

[A (*vended* or *manual*) cafeteria will also be provided in the new facility. Operation of the food service unit must meet the needs and schedules of the postal employees as determined by local management. The (*city/state*) Postmaster will direct the solicitation of proposals for operation of the food service unit several months before occupancy of the new building. At that time your agency will be invited to submit a competitive proposal for operating the food service unit in accordance with Section 1369.33 of the HEW regulations.]
Sincerely,

Regional Director
Real Estate and Buildings Department
cc: Regional Director
Employee and Labor Relations

Exhibit 517.34 Sample Notification Letter

As of January 1, 1982

State	City	Index
Alabama		—
	Birmingham	1.44
	Huntsville	1.46
	Mobile	1.51
	Montgomery	1.43
Alaska	Anchorage	2.09
Arizona		—
	Phoenix	1.63
	Tuscon	1.62
Arkansas		—
	Ft. Smith	1.42
	Little Rock	1.49
California		—
	Anaheim	1.84
	Bakersfield	1.82
	Fresno	1.83
	Los Angeles	1.84
	Oxnard	1.82
	Riverside	1.81
	Sacramento	1.88
	San Diego	1.85
	San Franscisco	2.02
	Santa Barbara	1.86
	Stockton	1.86
	Vallejo	1.90
Colorado		—
	Colorado Springs	1.58
	Denver	1.64
	Pueblo	1.67
Connecticut		—
	Bridgeport	1.59
	Hartford	1.59
	New Haven	1.57
	Stamford	1.60
Delaware	Wilmington	1.62
Washington, D.C.		1.60
Florida		—
	Ft. Lauderdale	1.49
	Jacksonville	1.46
	Miami	1.50
	Orlando	1.43
	Tallahassee	1.39
	Tampa	1.52
Georgia		—
	Albany	1.41
	Atlanta	1.47
	Columbus	1.38
	Macon	1.40
	Savannah	1.45
Hawaii	Honolulu	1.84
Idaho		—
	Boise	1.60
	Pocatello	1.61
Illinois		—
	Chicago	1.69
	Decatur	1.63
	Joliet	1.70
	Peoria	1.62
	Rockford	1.66
	Springfield	1.61
Indiana		—
	Anderson	1.58
	Evansville	1.61
	Ft. Wayne	1.59
	Gary	1.70
	Indianapolis	1.63
	Muncie	1.56
	South Bend	1.62
	Terre Haute	1.59
Iowa		—
	Cedar Rapids	1.58
	Davenport	1.64
	Des Moines	1.58
	Sioux City	1.57
	Waterloo	1.56
Kansas		—
	Topeka	1.55
	Wichita	1.48
Kentucky		—
	Lexington	1.55
	Louisville	1.60
Louisiana		—
	Baton Rouge	1.56
	Lake Charles	1.56
	New Orleans	1.56
	Shreveport	1.48
Maine		—
	Lewiston	1.45
	Portland	1.46
Maryland	Baltimore	1.54
Massachusetts		—
	Boston	1.73
	Brockton	1.65
	Fall River	1.64
	Lawrence	1.63
	Pittsfield	1.56
	Springfield	1.59
	Worcester	1.61
Michigan		—
	Ann Arbor	1.69
	Detroit	1.78
	Flint	1.66
	Grand Rapids	1.57
	Kalamazoo	1.58
	Lansing	1.66
	Saginaw	1.63
Minnesota		—
	Duluth	1.60
	Minneapolis	1.60
	Rochester	1.58

Exhibit 517.61 USPS Construction Cost Indices (p.1)

As of January 1, 1982

State	City	Index
Mississippi		–
	Biloxi	1.45
	Jackson	1.43
Missouri		–
	Kansas City	1.65
	St. Joseph	1.57
	St. Louis	1.60
	Springfield	1.53
Montana		–
	Billings	1.57
	Great Falls	1.56
Nebraska		–
	Lincoln	1.52
	Omaha	1.61
Nevada		–
	Las Vegas	1.77
	Reno	1.79
New Hampshire	Manchester	1.50
New Jersey		–
	Camden	1.64
	Jersey City	1.68
	Newark	1.68
	Paterson	1.68
	Trenton	1.66
New Mexico	Albuquerque	1.54
New York		–
	Albany	1.55
	Binghamton	1.52
	Buffalo	1.66
	New York	1.79
	Rochester	1.65
	Schenectady	1.56
	Syracuse	1.56
	Utica	1.56
	Yonkers	1.77
North Carolina		–
	Charlotte	1.35
	Greensboro	1.35
	Raleigh	1.35
	Winston Salem	1.37
North Dakota	Fargo	1.53
Ohio		–
	Akron	1.66
	Canton	1.58
	Cincinnati	1.65
	Cleveland	1.72
	Columbus	1.62
	Dayton	1.59
	Lorain	1.67
	Springfield	1.61
	Toledo	1.72
	Youngstown	1.63
Oklahoma		–
	Lawton	1.51
	Oklahoma City	1.55
	Tulsa	1.55
Oregon		–
	Eugene	1.80
	Portland	1.82
Pennsylvania		–
	Allentown	1.57
	Erie	1.64
	Harrisburg	1.51
	Philadelphia	1.62
	Pittsburgh	1.66
	Reading	1.53
	Scranton	1.56
Rhode Island	Providence	1.60
South Carolina		–
	Charleston	1.39
	Columbia	1.38
South Dakota		–
	Rapid City	1.48
	Sioux Falls	1.51
Tennessee		–
	Chattanooga	1.48
	Knoxville	1.45
	Memphis	1.52
	Nashville	1.45
Texas		–
	Abilene	1.43
	Amarillo	1.50
	Austin	1.49
	Beaumont	1.53
	Corpus Christi	1.45
	Dallas	1.57
	El Paso	1.40
	Ft. Worth	1.58
	Houston	1.63
	Lubbock	1.47
	Odessa	1.44
	San Antonio	1.49
	Waco	1.45
	Wichita Falls	1.49
Utah		–
	Ogden	1.60
	Salt Lake City	1.58
Vermont		–
	Burlington	1.47
	Rutland	1.45
Virginia		–
	Alexandria	1.60
	Newport News	1.41
	Norfolk	1.41
	Richmond	1.48
	Roanoke	1.41
Washington		–
	Seattle	1.77
	Spokane	1.76
	Tacoma	1.79
West Virginia		–
	Charleston	1.63

Exhibit 517.61 USPS Construction Cost Indices (p. 2)

Exhibit 517.61 USPS Construction Cost Indices (p. 3)

As of January 1, 1982

State	City	Index	State	City	Index
	Huntington	1.65		Madison	1.54
Wisconsin		–		Milwaukee	1.64
	Green Bay	1.54		Racine	1.60
	Kenosha	1.61	Wyoming	Cheyenne	1.60

NOTE: For states that have multiple indices, interpolate indices of listed cities located near the city in question.

the control and abatement of air and water pollution or whenever a project or activity is initiated which may endanger drinking water.

.72 Application

The requirements apply to record keeping, reporting, obtaining permits, payment of reasonable service charges, etc., in every facility project involving new construction (ownership or lease) or improvement of an existing facility.

.73 Responsibilities

.731 Real Estate and Buildings Organizations. Ensure that the architect-engineer firm's contract requires this compliance. This is done immediately after USPS approval of the design concept, but no later than at completion of design.

.732 Architect-Engineer Firm.

a. Determines, from appropriate state or local authority responsible for monitoring conformance with standards for air pollution emission and water pollution, whether permits or approvals are required for compliance with the Acts.

b. Prepares and files the applications for the permits or approvals if they are required.

.733 USPS Legal Counsel. If the required permits or approvals are withheld or denied by state or local authority, USPS legal counsel must be consulted immediately, and a determination made of action to be taken on the project.

517.8 Facility Activation

To activate a new facility, management must begin planning at about the time a construction contract is let. See Handbook AS-501, *Postal Facility Activation* for the detailed activities essential to an effective transition.

518 Design and Construction

518.1 Identifying Postal Facilities

.11 General

All postal installations must be clearly identified to ensure customer recognition of the facility. Street numbers, where assigned, are displayed near the public entrance.

.12 ZIP Code

Include ZIP Code on identification of all facilities serving only one ZIP Code area. Do not include it on facilities serving more than one ZIP Code area.

Examples:

a. Main Office–single ZIP Code area
United States Post Office
Arch Cape, Oregon 97102

b. Main Office–multiple ZIP Code area
United States Post Office
Arlington, Virginia

c. **Branch—single ZIP Code area**
United States Post Office
Dunmore, Pennsylvania 18512
or
United States Post Office—single ZIP Code area
Dunmore Branch
Scranton, Pennsylvania 18512

.13 Signs

.131 Exterior. When a building exterior does not have suitable identification, postmasters must prominently display decal letters and numbers or other appropriate signs.

.132 Interior. Post offices located in federal buildings where GSA regulations do not permit outside postal identification, will display appropriate interior signs.

.14 Dedicatory Placques and Memorials

.141 Policy. When the USPS acquires property by construction, lease, purchase, donation, or condemnation, the acquisition is normally acknowledged by installing a dedication placque in the building.

.142 Inscription. The following inscription is used on plaques installed in all newly acquired postal owned or leased buildings:

THIS BUILDING
DEDICATED TO
PUBLIC SERVICE
1982 *(year of dedication)*
RONALD REAGAN
PRESIDENT OF THE UNITED STATES
WILLIAM F. BOLGER
POSTMASTER GENERAL

.143 National Historic Place Designation. Instructions regarding the designation of postal property as a National Historic Place were issued to each RPMG by letter of November 13, 1972. The placement of such plaques and memorials on postal-owned property is limited to those buildings listed in the National Register of Historic Places.

.144 Placques Honoring an Individual. When a USPS building is designated by an Act of Congress to honor an individual, the postmaster is notified by the Government Relations Department. The postmaster then requisitions one memorial plaque from the Eastern Area Supply Center, providing EASC with the name of the individual to be honored. When received, the plaque must be displayed in a prominent place in the facility's lobby, perferably above the post office boxes.

.15 Construction Project Signs.

.151 Policy. The construction contractor installs a construction project sign at all project sites, according to specifications in 518.152. The USPS supplies the sign facing; the construction contractor supplies and installs all other materials.

.152 Specifications. The project signs must be:

a. 51 inches high x 98 inches long.

b. Screen-printed on *Tyvek* or equivalent material in standard USPS colors (blue background, white lettering, and standard USPS emblem in red, white, blue and gold).

.153 Responsibilities. The signs are centrally procured and stocked at the area supply centers. FREBOs are responsible for ordering enough signs to meet their needs.

518.2 Fees and Payments

.21 Procedures for Special Contractor Payments

.211 Purpose. Special emergency contractor payments for RE&BD administered contracts are only justified on the basis of contractor hardship or USPS benefit.

.212 Approval. All special payments must be approved in writing by:

a. The APMG, Real Estate and Buildings, or above, for Headquarters administered contracts.

b. The RPMG for regional administered contracts.

.213 Method. The approving authority forwards a written request for payment to the PDC, indicating approval.

.22 A/E Services and Fees

.221 Policy. In contracting for architect/engineer (A/E) services for the design and construction of regional facility projects, the requirements of Publication 41, *Postal Contracting Manual (PCM)*, regarding professional fee limits for A/E services must be followed. This applies to design, preparation of bid packages, checking shop drawings, and supervision of construction for postal facilities of $3 million or under.

.222 Requirements

a. The fee paid to A/E firms for professional design services must not exceed 6 percent of the estimated cost of construction. The fee may be exceeded only with the express written consent of the APMG, Real Estate and Buildings.

b. The fee paid to A/E firms for checking shop drawings and supervision of construction must not exceed 4.5 percent of the estimated construction cost at the time the A/E contract is negotiated. The fee may be exceeded only with the express written consent of the APMG, Real Estate and Buildings.

c. Each contract for professional services with an A/E firm must contain a clause clearly stating the construction cost limit and holding the firm liable for designing within that limit or otherwise redesigning to the construction cost limit at no additional cost to the USPS.

d. No regional feasibility study contracts may be signed without the prior written approval of the APMG, Real Estate and Buildings. This is not to prohibit regional feasibility studies, but to fully inform the APMG, RE&B, of the intent and need of the study and to obtain APMG approval before implementation.

.223 Term Agreements. Agreements with A/E firms for professional services, on a term basis, required in connection with repair and alteration projects, energy surveys/designs, and environmental studies, are permitted subject to the following conditions:

a. The base term of the contract will be for a period of one year with two one-year renewal options. The term of the agreement must be published with the announcement for A/E services.

b. Each exercise of a renewal option requires a justification statement and approval of the Regional Director, Real Estate and Buildings.

c. When an agreement (including options) expires, the A/E will not be eligible for a new term agreement for one year.

d. The total value of work orders including feasibility studies, cost estimating, design, construction inspection or supervision, and any other support costs for any individual project may not exceed $25,000.

e. The design fee for each task issued under a term agreement must be negotiated separately and may not exceed 8 percent of the estimated construction cost.

f. Total professional fees obligated under a term agreement may not exceed $100,000 per year.

g. The evaluation and selection of architect/engineer firms to perform professional services under a term agreement will be conducted using the Architect/Engineer selection procedures set forth in PCM 18-605.

h. Each term agreement scope of work will be limited to a geographic area (such as a single SMSA or a group of named, contiguous towns, small cities, or rural counties, or a combination of these), which has been described in the published announcement for A/E services.

i. Each term agreement for A/E services must contain a specific description of: (1) the services to be performed; and (2) the method and rates for determining the fees to be paid.

j. One-time deviations from this section may be made or authorized by the following personnel within the limits of their delegated authority, provided that special circumstances justify such a deviation (approval must be in writing):

Assistant Postmaster General
Real Estate and Buildings Department

Director
Office of Design and Construction Management
Real Estate and Buildings Department

Director
Real Estate and Buildings Department
Regional Headquarters

k. Audit requirements are specified in PCM 3-809(b) and 18-607.8.

518.3 Building Materials and Design Requirements

.31 Sprayed-On Fire Protection

.311 Requirements. The following are procedures for:

a. Specifying materials for sprayed-on fire protection for new construction, and

b. Correcting existing conditions which may be hazardous to employee health resulting from exposure to airborne asbestos fibers.

.312 Definitions

a. Asbestos. Chrysotile, amosite, crocidolite, tremolite, anthophyllite, and actinolite, and any product containing any of these minerals.

b. Asbestos fiber. A particulate form of asbestos, longer than 5 micrometers, with length-to-diameter ratio of at least 3 to 1, and maximum diameter of 5 micrometers.

.313 Specifications for New Sprayed-On Fire Protection

a. All new materials for sprayed-on fire protection for construction must meet the requirements for Federal Specification SS–S–111, Type 1, factory mixed cementitious materials having a minimum applied dry density of 18 pounds per cubic foot, or Type 11, factory mixed mineral fibers with integral inorganic binders having a minimum applied dry density of 15 pounds per cubic foot, *except* that material containing asbestos is *not permitted.*

b. The fire protection material manufacturer recommends and supplies the bonding adhesive for fire-protection fibrous materials and the sealer. The adhesive may be an integral part of the material or applied separately to the surface receiving fire protection. The sealer must be fungus resistant, may be an integral part of the material or applied separately to the exposed surface, and must have fire hazard classifications (ASTM E 84) as follows:

(*1*) Flame Spread........................... 25 or less.
(*2*) Fuel Contributed........................ 50 or less.
(*3*) Smoke Developed...................... 50 or less.

.314 Correcting Existing Conditions

a. Regional RE&B Directors are responsible for correcting any existing conditions which may be hazardous to employee health from exposure to airborne asbestos fibers.

b. In facilities with exposed sprayed-on fireproofing containing asbestos, either:

(*1*) Remove and dispose of asbestos fireproofing according to procedures in Title 29, CFR part 1910.1001 (amended in Federal Register, 3-19-75) and Title 40 CFR part 61, (amended in Federal Register, 10-14-75) or

(*2*) Spray seal exposed asbestos fireproofing according to manufacturer's recommendations with a product with the following characteristics: (a) water-based elastomeric copolymer compound; (b) possesses an average vapor permeability of not more than 30 grams/square meter/day; (c) passes ASTM E–84 test procedure with not greater than the following surface burning ratings:

Flame spread (STD) = 15
Flame spread (GWL) = 15
Smoke developed = 70
No ignition within 10 seconds

c. In facilities where sprayed-on fireproofing has been removed, reinstall asbestos-free sprayed-on fire protection over the same area according to specifications in 518.313.

.32 Energy Conservation Design Standards

.321 Policy. All new postal facilities should be designed for maximum energy conservation, in accordance with the national energy policy.

.322 Background. In August 1976, Congress enacted Public Law 94-385, mandating energy-conserving design for new buildings. Under that legislation, the U.S. Department of Housing and Urban Development (HUD)

.142 Inscription. The following inscription is used on plaques installed in all newly acquired postal owned or leased buildings:

THIS BUILDING
DEDICATED TO
PUBLIC SERVICE
1982 (*year of dedication*)
RONALD REAGAN
PRESIDENT OF THE UNITED STATES
WILLIAM F. BOLGER
POSTMASTER GENERAL

.143 National Historic Place Designation. Instructions regarding the designation of postal property as a National Historic Place were issued to each RPMG by letter of November 13, 1972. The placement of such plaques and memorials on postal-owned property is limited to those buildings listed in the National Register of Historic Places.

.144 Placques Honoring an Individual. When a USPS building is designated by an Act of Congress to honor an individual, the postmaster is notified by the **Government Relations Department. The postmaster then requisitions one memorial plaque from the Eastern Area Supply Center, providing EASC with the name of the individual to be honored. When received, the plaque must be displayed in a prominent place in the facility's lobby, perferably above the post office boxes.**

.15 Construction Project Signs.

.151 Policy. The construction contractor installs a construction project sign at all project sites, according to specifications in 518.152. The USPS supplies the sign facing; the construction contractor supplies and installs all other materials.

.152 Specifications. The project signs must be:

a. 51 inches high x 98 inches long.

b. Screen-printed on *Tyvek* or equivalent material in standard USPS colors (blue background, white lettering, and standard USPS emblem in red, white, blue and gold).

.153 Responsibilities. The signs are centrally procured and stocked at the area supply centers. FREBOs are responsible for ordering enough signs to meet their needs.

518.2 Fees and Payments

.21 Procedures for Special Contractor Payments

.211 Purpose. Special emergency contractor payments for RE&BD administered contracts are only justified on the basis of contractor hardship or USPS benefit.

.212 Approval. All special payments must be approved in writing by:

a. The APMG, Real Estate and Buildings, or above, for Headquarters administered contracts.

b. The RPMG for regional administered contracts.

.213 Method. The approving authority forwards a written request for payment to the PDC, indicating approval.

.22 A/E Services and Fees

.221 Policy. In contracting for architect/engineer (A/E) services for the design and construction of regional facility projects, the requirements of Publication 41, *Postal Contracting Manual (PCM)*, regarding professional fee limits for A/E services must be followed. This applies to design, preparation of bid packages, checking shop drawings, and supervision of construction for postal facilities of $3 million or under.

.222 Requirements

a. The fee paid to A/E firms for professional design services must not exceed 6 percent of the estimated cost of construction. The fee may be exceeded only with the express written consent of the APMG, Real Estate and Buildings.

b. The fee paid to A/E firms for checking shop drawings and supervision of construction must not exceed 4.5 percent of the estimated construction cost at the time the A/E contract is negotiated. The fee may be exceeded only with the express written consent of the APMG, Real Estate and Buildings.

c. Each contract for professional services with an A/E firm must contain a clause clearly stating the construction cost limit and holding the firm liable for designing within that limit or otherwise redesigning to the construction cost limit at no additional cost to the USPS.

d. No regional feasibility study contracts may be signed without the prior written approval of the APMG, Real Estate and Buildings. This is not to prohibit regional feasibility studies, but to fully inform the APMG, RE&B, of the intent and need of the study and to obtain APMG approval before implementation.

.223 Term Agreements. Agreements with A/E firms for professional services, on a term basis, required in connection with repair and alteration projects, energy surveys/designs, and environmental studies, are permitted subject to the following conditions:

a. The base term of the contract will be for a period of one year with two one-year renewal options. The term of the agreement must be published with the announcement for A/E services.

b. Each exercise of a renewal option requires a justification statement and approval of the Regional Director, Real Estate and Buildings.

c. When an agreement (including options) expires, the A/E will not be eligible for a new term agreement for one year.

d. The total value of work orders including feasibility studies, cost estimating, design, construction inspection or supervision, and any other support costs for any individual project may not exceed $25,000.

e. The design fee for each task issued under a term agreement must be negotiated separately and may not exceed 8 percent of the estimated construction cost.

f. Total professional fees obligated under a term agreement may not exceed $100,000 per year.

g. The evaluation and selection of architect/engineer firms to perform professional services under a term agreement will be conducted using the Architect/Engineer selection procedures set forth in PCM 18-605.

h. Each term agreement scope of work will be limited to a geographic area (such as a single SMSA or a group of named, contiguous towns, small cities, or rural counties, or a combination of these), which has been described in the published announcement for A/E services.

i. Each term agreement for A/E services must contain a specific description of: (1) the services to be performed; and (2) the method and rates for determining the fees to be paid.

j. One-time deviations from this section may be made or authorized by the following personnel within the limits of their delegated authority, provided that special circumstances justify such a deviation (approval must be in writing):

Assistant Postmaster General
Real Estate and Buildings Department

Director
Office of Design and Construction Management
Real Estate and Buildings Department

Director
Real Estate and Buildings Department
Regional Headquarters

k. Audit requirements are specified in PCM 3-809(b) and 18-607.8.

518.3 Building Materials and Design Requirements

.31 Sprayed-On Fire Protection

.311 Requirements. The following are procedures for:

a. Specifying materials for sprayed-on fire protection for new construction, and

b. Correcting existing conditions which may be hazardous to employee health resulting from exposure to airborne asbestos fibers.

.312 Definitions

a. *Asbestos.* Chrysotile, amosite, crocidolite, tremolite, anthophyllite, and actinolite, and any product containing any of these minerals.

b. *Asbestos fiber.* A particulate form of asbestos, longer than 5 micrometers, with length-to-diameter ratio of at least 3 to 1, and maximum diameter of 5 micrometers.

.313 Specifications for New Sprayed-On Fire Protection

a. All new materials for sprayed-on fire protection for construction must meet the requirements for Federal Specification SS–S–111, Type 1, factory mixed cementitious materials having a minimum applied dry density of 18 pounds per cubic foot, or Type 11, factory mixed mineral fibers with integral inorganic binders having a minimum applied dry density of 15 pounds per cubic foot, *except* that material containing asbestos is *not permitted.*

b. The fire protection material manufacturer recommends and supplies the bonding adhesive for fire-protection fibrous materials and the sealer. The adhesive may be an integral part of the material or applied separately to the surface receiving fire protection. The sealer must be fungus resistant, may be an integral part of the material or applied separately to the exposed surface, and must have fire hazard classifications (ASTM E 84) as follows:

(*1*) Flame Spread.......................... 25 or less.
(*2*) Fuel Contributed...................... 50 or less.
(*3*) Smoke Developed..................... 50 or less.

.314 Correcting Existing Conditions

a. Regional RE&B Directors are responsible for correcting any existing conditions which may be hazardous to employee health from exposure to airborne asbestos fibers.

b. In facilities with exposed sprayed-on fireproofing containing asbestos, either:

(*1*) Remove and dispose of asbestos fireproofing according to procedures in Title 29, CFR part 1910.1001 (amended in Federal Register, 3-19-75) and Title 40 CFR part 61, (amended in Federal Register, 10-14-75) or

(*2*) Spray seal exposed asbestos fireproofing according to manufacturer's recommendations with a product with the following characteristics: (a) water-based elastomeric copolymer compound; (b) possesses an average vapor permeability of not more than 30 grams/ square meter/day; (c) passes ASTM E–84 test procedure with not greater than the following surface burning ratings:

Flame spread (STD) = 15
Flame spread (GWL) = 15
Smoke developed = 70
No ignition within 10 seconds

c. In facilities where sprayed-on fireproofing has been removed, reinstall asbestos-free sprayed-on fire protection over the same area according to specifications in 518.313.

.32 Energy Conservation Design Standards

.321 Policy. All new postal facilities should be designed for maximum energy conservation, in accordance with the national energy policy.

.322 Background. In August 1976, Congress enacted Public Law 94-385, mandating energy-conserving design for new buildings. Under that legislation, the U.S. Department of Housing and Urban Development (HUD) issues performance standards for energy conservation in all new buildings. The USPS is required to adopt procedures to comply with those standards.

.323 Mechanical and Electrical Systems

a. Design Standards. Building envelopes must be designed with effective thermal resistance and low air leakage, and mechanical electrical, service, and illumination systems must be designed and selected for the efficient use of energy.

b. Application. This policy must be followed in all geographic locations and their variations in climatic conditions; and in all new buildings, both owned and leased.

c. Reference. Base the design of new postal facilities, as a minimum, on those provisions of ASHRAE Standard 90–75, developed by the American Society of Heating, Refrigerating, and Air Conditioning Engineers, that yield the greatest energy savings. The following areas of ASHRAE Standard 90–75 must be carefully considered in designing facilities:

(*1*) Ambient design conditions as in ASHRAE Handbook for Fundamentals (chapter 33), using the 97-1/2 percent column for winter and 2-1/2 percent column for summer.

(*2*) Postal facilities are Type B buildings. Due to the design and use of these facilities, overall building U factors should be lower than those in the standard.

(*3*) Systems that employ both heating and cooling simultaneously are inherently inefficient in use of energy, and should not be used in postal facilities.

(*4*) Each fan system must be designed to use up to and including 100 percent of the fan system for cooling, with outdoor air automatically, whenever its use will result in lower use of energy.

(*5*) Hot water piping, chilled water piping, certain ductwork, etc., should be installed to reduce thermal transfer. All supply ducts in conditioned spaces, and all return air ducts, need not be insulated.

(*6*) HVAC (heating, ventilating, air conditioning) system design must provide means for balancing the air and water systems.

(*7*) HVAC system cooling equipment and components must comply with energy efficiency ratios and coefficients of performance listed in the standard.

.324 Use of Natural Ventilation

a. When designing postal facilities, the USPS reduces energy consumption by taking advantage of natural ventilation during seasons and climate conditions when mechanical heating or cooling is not required, or is required for only part of the day.

b. The designs of all new facilities must provide operable sash in all exterior glass areas accessible from inside the facility. Each office located on the exterior building wall must have an operable sash. It is not necessary to increase the area of glass beyond that normally provided. All of the glass area need not be operable.

c. If operable sash are awning or casement types that swing outward beyond the exterior face of the building and are within 7 feet from the exterior ground elevation, pedestrian walkways outside of the building passing in front of such sash must be placed far enough away from the sash in the open position to prevent an accident hazard.

d. All operable sash must:

(*1*) Have insect screens and inside locks.

(*2*) Have all glazing beads and stops placed on the interior side of the sash.

e. Operable sash installed in workroom areas or nonadministrative areas frequented by mailhandling employees must be provided with wire mesh security screening. If the operable portion of glass area is placed at least 10 feet from the finished floor level, the security screening may be omitted.

f. Operable sash that cannot be readily observed from the street must be of the detention/security type with heavy metal frame having mullions spaced to prevent the passage of a person's body. The lights in these sash must be reinforced glass or nonbreakable plastic.

.33 Urea Formaldehyde Foam Insulation. Use of this material is prohibited in all new postal construction.

518.4 Safety and Health

.41 Accessibility for the Physically Handicapped. It is USPS policy, when designing, constructuring, or altering facilities, to provide facility access for the physically handicapped. See Handbook RE-4, *Standards for Facility Accessibility by the Physically Handicapped.*

.42 Regulation. All space obtained by the Postal Service must, as a minimum, meet the safety and health standards specified in the National Fire Code (NFPA), the Occupational Safety and Health Act (OSHA) of 1970 (PL 91-596, 84 STAT. 1590, 29 USC 667), and requirements as contained in OSHA Standards 29 CFR 1910.

518.5 Facility Cost Reduction

.51 Requirement. In the design and construction of USPS owned and leased buildings, reduction in costs of construction, operation, and maintenance must be made by:

a. Applying cost conscious architectural and engineering design, and value engineering principles.

b. Careful cost control and critical reviews of requirements for operational space, Inspection Service security, and maintenance.

.52 Procedure. The Mail Processing Department, Inspection Service, and Real Estate and Buildings Department must cooperate in the planning and design phases of project development to implement facility cost reduction. See Exhibit 518.5 for areas to investigate for each project. Cost savings should be effected whenever possible, but must be consistent with USPS compliance with local and/or national codes.

GENERAL REQUIREMENTS

1. Design

a. Furnish a building layout, an engineering system design, and a site utilization plan to A/Es as part of their design criteria. Do not allow deviations from these layouts unless A/E can clearly demonstrate that change is cost-effective. Constantly monitor design process to ensure against any increase in building size.

b. Keep design of the sides and rear of building simple and functional.

2. Cost

a. Make compliance with the construction cost limitation a provision of the design contract and strictly enforce that contract requirement. Indoctrinate design A/E's that (1) their contract construction cost limitation includes a bidding contigency of 10 percent; (2) all A/E cost estimates must be the amount the A/E anticipates for construction cost at the time of bid opening, and (3) the real target is a functional building at the lowest cost with reasonable operating and maintenance characteristics.

b. Establish construction cost limitation based on combination of lower range of bid prices of recent USPS projects as well as cost data for comparable type facilities obtained from the private sector.

c. Apply value engineering principles during design review process.

3. Space and Size

a. Assure that space requirements are the absolute minimum required for the function, and comply with criteria in Pub. 37.

b. Carefully evaluate any proposed site adaption of a previous design. When this technique is used, make certain that (1) building size conforms closely to the space requirements and does not exceed them by more than 5 percent, (2) site configuration lends itself to adaption of the previous design, and (3) the adapted design was economical in its first use.

c. Avoid excessive building cubage. Do not allow building height to be increased beyond the functional necessity.

d. Make maximum use of mezzanines to reduce prime floor space.

e. Eliminate excessive clear spans in workrooms. Limit clear spans to a maximum of 36 feet except in locations where a variation of this spacing would provide better placing of letter sorting machines.

f. Avoid unusual lobby configurations that create wasted space.

SECURITY

Lookout Galleries

a. Ensure that the requirement for lookout galleries is realistic. If the projected 5-year employee complement does not meet the minimum criterion for lookout galleries but the 10-year projection does, consider construction of 12-foot high ceiling in workroom with installation of floor type galleries when the anticipated growth occurs.

b. Length and placement of lookout galleries should be kept to a minimum, while retaining the requirement that all areas to be observed are not more than 72 feet from the gallery.

c. Use metal stud and gypsum board wall construction for lookout galleries.

EXTERIOR

1. Site

a. Site building to minimize site preparation costs while still providing maximum potential for future expansion. On oversized lots, site building to permit sale of excess property.

b. Minimize the use of retaining walls in developing the site. Consider changes in operational requirements such as depth of maneuvering area, number of employee parking spaces, etc., where permissible. reduced requirements will eliminate need for construction of retaining walls.

2. Parking, Driveways, Fencing

a. Reduce parking areas by encouraging the use of car pools and public transportation. Eliminate separate parking areas for officials that require fencing or screening for segregation.

b. Reduce width of access drives to the minimum required for the traffic and/or the planned access control structures.

c. Specify security fences only where absolutely needed.

d. Eliminate perimeter curbs around driveways and parking areas except where needed to divert water; however, maintain protection of perimeter security fencing with the use of parking blocks.

e. Eliminate exterior walks unless functionally required. Do not use exterior brick sidewalks.

3. Landscaping

a. Reduce landscaping requirements to a minimum.

b. The use of lawn irrigation systems is discouraged. If an irrigation system is used, make certain that its requirement is justified and fully documented.

c. Do not use automatic doors on separate carrier entrances.

4. Walls, Entrances

a. Use exterior masonry walls as bearing walls.

b. Eliminate the use of (1) free standing masonry walls for either security or decorative purposes; (2) separate masonry walls or pylons for building title; (3) offsets and curves in exterior building walls, wherever possible; and (4) parapet walls, as much as possible.

c. Do not use automatic doors on separate carrier entrances.

d. Eliminate separate carrier and/or employee entrances on projects containing less than 5,000 gross square feet or ten carriers, unless specifically required to meet code exit requirements. Under normal circumstances, only one mailing vestibule with a personnel door in mailing vestibule is provided on small post offices. However, the final decision is based on building configuration and site layout.

5. Lighting

a. Do not use perimeter wash lights to highlight building or landscaping.

b. Minimize number of exterior lighting fixtures. Consider using higher poles with higher wattage lamps and/or installation of exterior lights on building walls.

c. Provide lighting for only security purposes in covered carrier loading areas.

6. Roofs, Canopies, Platforms

a. Use roof overhangs and canopies only where functionally required, such as for mailing platforms and carrier loading areas; in general, limit the canopy for covered carrier loading area to one side of the building. Avoid the use of deep fascias and expensive (plaster, redwood, etc.) soffits.

b. Ensure that there is a need for (1) ramps to mailing platform; (2) platform leveling devices, if provided.

Exhibit 518.5 Facility Cost Reduction Areas (p.1)

c. Where enclosed platform is justified, do not install door seals around overhead doors unless it can be justified by intended dock use. Do not install door seals around overhead doors at platforms 30 inches high.

d. Provide roof-mounted mechanical equipment units wherever possible; do not provide mechanical equipment room if roof-mounted units are provided. Do not provide roof scuttle and ladder unless equipment is located on roof.

e. Do not internally drain roofs or canopies unless absolutely necessary for adequate drainage.

f. Do not use expensive materials such as stainless steel or copper for flashings, gutters, downspouts, or standing seam roofing.

INTERIOR

1. Materials and Finishes

a. Lobbies. Eliminate expensive lobby finishes such as custom designed counters and desks, use of special type ceilings, excessive glass, exposed brick, terrazzo floors, etc. Material consideration should be based on life cycle and maintenance costs, not just on initial cost.

b. Toilet rooms. Reduce the use of ceramic tile. On walls, limit use to wainscot behind lavatories and urinals. On floors, consider limiting ceramic tile to a rectangular patch in the floor below wall-mounted urinals.

c. Walls. Do not plaster interior block walls. Use stud and drywall for interior partitions except in high-abuse areas. Install wall bumpers only in those areas of workroom subject to heavy equipment damage.

d. Floors. Use 4-inch concrete floor slabs throughout building, unless special structural considerations dictate otherwise. Use exposed concrete floors in mailing vestibules, storage rooms, and similar areas. Use 1/8" vinyl asphalt tile (VAT) in workrooms. Use of asphalt plank of 1/2" thickness should be restricted to facilities where the expected severity of wear dictates their use.

e. Ceilings. Avoid use of hung ceilings in workrooms, mailing vestibules, storage rooms, and similar areas except as required by fire code or cost can be justified.

f. Doors. Use hollow core doors in lieu of solid core doors, except that doors from lobbies into either the workroom or office areas must be either metal or solid core wood. Do not use 8-foot high mailing vestibule doors except in facilities having motorized equipment.

g. Paint. Use two coats of paint in lieu of three. Do not paint mechanical equipment rooms, storage rooms, and similar areas.

h. Locksets. Use mortised type locksets only where required by the "Building Systems & Site Security Requirements" guidelines.

2. Electricity and Lighting

a. Design workroom lighting for 50-foot candles with provisions for case lights.

b. Ground circuits through conduits in lieu of using separate ground wires except for circuits dedicated for use of equipment such as canceling machines, etc.

c. Limit spare circuits and breakers to 20 percent.

3. Heating, Ventilating, Air Conditioning (HVAC)

a. Ensure that all building and utility systems proposed for use are cost effective using 20-year life cycle cost analysis, as required.

b. Eliminate unnecessary zoning of HVAC systems. Zoning should be kept to a minimum consistent with good design practice and energy conservation considerations.

c. Use exposed, uninsulated ducts except in offices and lobbies. Where concealed, consider the use of fiberglass ducts.

d. Do not use the separate return air fans with extensive duct work.

Exhibit 518.5 Facility Cost Reduction Areas (p.2)

520 Plant and Equipment Requirements

521 Facility Requirements

521.1 General

.11 Policy

Before reaching decisions concerning new or improved facilities, every effort will be made to continue occupancy of the present facility, with capability to meet expected future requirements in capacity and service standards. The criterion for adding to or replacing facilities is improvement of postal service at least cost. New construction is authorized only when use of an existing building cannot be justified from a service, environmental, or economic standpoint.

.12 Definitions

.121 Major Facility Projects. Projects costing $5 million or more.

.122 Regional Facility Projects. Projects costing less than $5 million.

.13 Responsibility

.131 Headquarters. The Facility Development Division, Mechanization and Facility Development Office, Engineering and Technical Support Department, has overall responsibility for developing, analyzing, and approving requirements for postal facilities.

.132 Regions. The Operational Requirements Branch develops and implements short- and long-range regional requirements for postal facilities.

.14 References

.The primary documents used in planning for capital investment in facilities are Publications 190, *Capital Investment Policies and Procedures*, and 191, *Capital Investment Implementation Instructions*. AS-504, *Space Requirements*, is the document used for space planning.

521.2 Facility Planning and Budgeting

.21 Project Identification

.211 Approval Factors. Requirements for new or improved facilities may be approved on the basis of one or more of the following factors:

a. Employee Factors. For safe and healthful working conditions.

b. Service Factors. Considerations such as severe capacity deficiencies, growth, lease preemption, condemnation.

c. Economics. Providing a positive return on investment (ROI). (See Pubs. 190 and 191.)

.212 Long Range Planning. Long range facility planning at the MSC and district levels usually identifies problem facilities and provides adequate lead time for all alternatives to be considered and proper action initiated.

.213 Notification of Deficiencies. The postmaster is responsible for notifying next higher management of specific facility deficiencies.

.22 Project Scheduling

.221 Five-Year Needs. Five-year facility needs are determined annually. When developing regional budget submissions, MSCs prepare a list of facilities within their jurisdiction which should be considered for action within the next 5 years. (See 2.3, Pub. 191.)

.222 Planning Cycle. The planning cycle schedule for individual facility projects includes only projects requiring planning or budgeting action for the first 2 years of the 5-year budget.

.223 Priorities - Regional Projects. Priorities for regional facilities being considered for replacement are determined by using Form 2282 *Facility Evaluation Sheet*. The form is prepared by the Building Management Engineering Office (BMEO) and approved by the MSC, District, and Operational Requirements Branch Managers.

.224 Priorities - Major Projects. Priorities for major projects are determined by the Facility Development Division using the recommendations and justifications submitted by the regions.

.23 Planning Documentation

.231 Preparation. Planning documentation for a regional project is prepared by the BMEO and approved by the MSC, District, and Regional Managers. Documentation for a major project is prepared by Operational Requirements and approved by Headquarters.

.232 Facility Planning Concept. A Facility Planning Concept is a document showing the operational functions to be performed in a new facility and how these will affect other units in the service area. Detailed instructions for preparation of Facility Planning Concepts are issued by the Engineering and Technical Support Department.

.233 Space Requirements. Space requirements are developed in accordance with Handbook AS-504 using the following Forms:

909 - Facilities under 5,000 sq. ft.
919 - All other customer service facilities
929 - Mail Processing facilities

.234 Decision Analysis. A Decision Analysis is prepared for each project in accordance with Publications 190 and 191.

521.3 Funding Approval

All projects must be approved by the authorities specified in Publication 191.

521.4 Facility Activation

Guidelines for activating new facilities are specified in AS-501, *Postal Facility Activation*, AS-502, *Activation of Small Postal Facilities*, and in the PEDC Training Module 53561-00.

522 Nonfixed Mail Processing Mechanization

522.1 General

.11 Policy

It is USPS policy to improve the efficiency and effectiveness of mail processing activities through use of mechanization, when practical and beneficial.

.12 Definitions

.121 Nonfixed Mechanization. Equipment used in mail processing activities exclusive of mail transport conveyor systems. Generally deployed in a standard configuration, it is not designed to conform to the shape of any specific postal facility. Nonfixed, as opposed to fixed, mechanization may be installed in or removed from buildings without structural changes to the building, in most instances. The following equipment is classified as nonfixed mail processing mechanization:

Letter sorting machines (LSMs)
Optical character readers (OCRs)
Flat sorters
Facer cancelers
Automatic business mail processing systems (ABMPS)
Edger feeders
Bar code readers (BCRs) and sorters
Canceling machines

.122 Centrally Funded and Procured. Nonfixed mechanization funded by the Engineering and Technical Support Department and procured by the Procurement and Supply Department at Headquarters.

.123 Regionally Funded and Procured. Nonfixed mechanization which the regions have been delegated authority to fund and procure.

.13 Responsibility

.131 Headquarters. The Mechanization Development Division (MDD), Mechanization and Facility Development Office, Engineering and Technical Support Department, has overall responsiblity for the USPS nonfixed mechanization program; and assigns, deploys, and controls relocation of centrally funded and procured equipment.

.132 Regions. Regional Operational Requirements Branches are responsible for the regional nonfixed mechanization program, including assignment, deployment, and relocation of regionally funded and procured equipment.

.14 Justification

Procurement, deployment, or relocation of nonfixed mechanization must be supported by an economic justification specifying savings and/or improvements in service to be expected. Pubs. 190 and 191 contain guidance for preparing justification.

522.2 New Nonfixed Mechanization

.21 Procedures

.211 Program Management. Before procurement can be initiated, specifications, drawings, and documentation must be developed to accurately describe the desired item. The Mechanization Development Division organizes the necessary expertise for this. After award of contract, the division continues as program manager through which all problems are resolved.

.212 Basis for Requirements. New nonfixed mechanization is justified by either or both of the following:

a. Economic Considerations. Workhour savings resulting from capital investment in mechanization must provide a positive return on investment (ROI.) (See 522.215.)

b. Service Considerations. Mechanization is required to correct deficiencies.

.213 Identification of Requirements

a. Mechanization Development Divsiion annually issues to all regions a *Requirements Call Guidelines* for nonfixed mechanization. This document contains basic information on cost, size, performance, and availability of each type of centrally procured nonfixed mechanization.

b. Based on these guidelines, the Regional Operational Requirements Branch, coordinating with districts, MSCs and post offices, submits a 5-year forecast of nonfixed mechanization requirements to Headquarters Requirements for the first 3 years must be fully supported by an economic justification (see 522.14). Requirements for the last 2 years are estimated, and specific justification is not necessary.

c. MDD compiles a 5-year USPS forecast of nonfixed mechanization requirements, based on input from the five regions. This document is used to establish the nonfixed mechanization capital budget, to initiate procurement actions, and to project savings associated with deployment of new mechanization.

.214 Budgeting

MDD prepares and submits annually a 5-year capital budget and 2-year expense budget for the procurement and deployment of all centrally procured nonfixed mechanization.

.215 Justification of Requirements

a. Procurement and deployment of nonfixed mechanization must be justified by an adequate return on investment (ROI). See Pubs. 190 and 191 for instructions.

b. Exhibit 522.215 shows the steps involved in justifying a requirement for procurement.

.22 Procurement

After requirements are established and approved, Procurement and Supply Department initiates action to purchase nonfixed mechanization. The contracting officer assigned is the only person authorized to commit the Postal Service. All actions and interfaces between the manufacturer and the Postal Service are controlled by the contracting officer.

.23 Deployment

.231 Selection. MDD, in cooperation with the regional Operational Requirements Branch, controls deployment of nonfixed mechanization. Machines are sent to post offices selected on the basis of the ROI and/or service considerations.

.232 Schedule. MDD determines the delivery and installation schedule for new mechanization. The first machines are generally assigned to offices with the highest ROIs, and the last machines delivered to offices with lowest ROIs. *Exceptions:*

a. When new facilities in which machines are to be installed are planned for activation. If machines are expected to be installed before completion of construction, the installation must be coordinated with the Real Estate and Buildings Department.

b. Unusual local conditions.

.233 Problems.

a. When problems occur during installation of nonfixed mechanization at a post office, the regional Operational Requirements Branch should be informed immediately. The branch will inform the assigned program manager at Headquarters, who will— *through the contracting officer* —resolve the problem with the contractor.

b. Local and regional officials should not attempt to resolve problems directly with the contractor's site representative. Not being aware of the specific contents of the contract, local officals could unknowingly jeopardize other installation schedules or increase USPS liability. Only the contracting officer is authorized to make changes in the contract or otherwise direct actions of the contractor.

.24 Savings

After new mechanization is installed, cost studies are conducted to ensure that the savings used to justify the mechanization are actually being obtained.

522.3 Relocation

Relocation of centrally procured nonfixed mechanization requires formal approval of the regional Operational Requirements Branch and Headquarters Mechanization Development Division.

522.4 Modification

Certain types of nonfixed mechanization may not be modified without formal approval of the Engineering Change Board at Headquarters. Pub. 101: (a) describes the authority, organization, and functions of the Board; and (b) specifies procedures for approval of proposed modifications to mechanization which the Board controls.

522.5 Development

.51 Development Phase

.511 Initiation. The Research and Development Department (R&D) is responsible for the development and design of new and advanced nonfixed mechanization systems. The Mechanization Development Division must concur before R&D undertakes any major effort that will result in delivery of nonfixed mechanization.

Steps	Responsible Organization	Action
1	Region	Computes an ROI (see Pub. 191) reflecting anticipated savings in operating expense expected to result from deployment and installation of a particular type machine in a specific post office.
2	Regional Director of Finance	Validates ROI to ensure that it has been computed properly.
3	Regional Operational Requirements Branch	Certifies that savings are reasonably correct and operationally obtainable. Submits validated requirements and ROIs to Headquarters MDD.
4	MDD	Prepares economic justification supporting procurement of machines meeting national requirements. Submits justification to Headquarters Finance Department.
5	Finance Department	Validates justification and returns to MDD
6	MDD	Submits proposal to Capital Investment Committee and, if appropriate, to Board of Governors, to procure a certain quantity of a particular type of machine.
7	MDD	If approved, requests procurement action.

Exhibit 522.215 Justification Process

.512 Review. MDD provides R&D with operational requirements for desired staffing, production price, size, machine throughput, configuration, etc, that should be considered when developing the machine.

.513 Field Testing. MDD coordinates field testing of the equipment under live mail conditions in a post office, to determine its suitability for national deployment.

.52 Operational Phase

If the equipment works well and MDD can justify procurement and deployment, the project moves from development phase to operational phase. R&D provides necessary technical documentation so that MDD can initiate procurement action. MDD assigns a program manager.

522.6 Test and Evaluation of Commercially Available Equipment

.61 Purpose

To minimize the need for expensive and time-consuming development programs, MDD periodically conducts operational tests of commercially available equipment to assess potential application for USPS mail processing. Other Headquarters and field organizations may be assigned tasks for technical support.

.62 Types of Equipment Tested

This may involve evaluation of equipment used by foreign postal administrations, as well as equipment produced in the United States for commercial applications.

.63 Procurement

If a particular piece of equipment works well in its operational test and an economic analysis shows it is economically advantageous to the USPS, action is initiated to procure the item.

530 MAINTENANCE

531 General

531.1 Scope

This subchapter covers policies and requirements for maintenance of facilities, plant equipment, and postal equipment. Vehicle maintenance is covered in POM 740.

531.2 Policy

.21 Definitions

.211 Plant Equipment. Includes the building's physical structure, utilities, fixed mechanization such as but not limited to conveyors, parcel sorters and sack sorters, and environmental systems; landscaped and paved grounds.

.212 Postal Equipment. Includes a broad range of equipment used either directly or indirectly in moving the letter mail and for providing customer services (e.g. scales, stamp vending machines, collection boxes, letter sorting and cancelling machines, containers).

.22 Primary Objectives of Maintenance Management

.221 Maintain a safe, pleasant and healthful physical working environment.

.222 Maintain all plant and postal equipment in good operating condition.

.223 Minimize total operating costs.

.23 Maintenance Echelons

.231 General. Generally, USPS policy is to perform maintenance by the first echelon (level) possessing the necessary basic skills, if economically practical.

.232 First.—The operator or user performs first echelon maintenance on the equipment. Tasks to be performed at this echelon will not require the use of tools and test equipment. It will include visual inspection of equipment before and after operation, cleaning operator work area, replenishment of fluid reservoirs, and restocking of consumable items. This activity is normally performed by operating personnel rather than maintenance personnel, and is accomplished when equipment is operationally ready or in use.

.233 Second.—Second echelon maintenance is performed on the equipment during normal operating tours (shifts) and is referred to as "on-line" maintenance. This echelon of maintenance is intended to return equipment that has malfunctioned to an operational status as rapidly as possible. This is to be accomplished by on-line replacement of easily replaceable (plug-in) assemblies, subassemblies, modules and parts and by on-line replacement of discrete piece parts on nonreplaceable assemblies and subassemblies. This echelon of maintenance will require the use of whatever tools and test equipment are necessary to isolate and replace on-line replaceable items. On-line replaceable items that are defective and repairable will be sent to a higher echelon of maintenance for repair or dispostion. This echelon emphasizes rapid diagnosis, isolation and repair to achieve the planned operational on-line availability of facilities and equipment.

.234 Third.—Third echelon maintenance is performed at the equipment or local shop location normally during a maintenance (non operating) tour and is referred to as "off-line" maintenance. Tasks to be performed at this echelon will be scheduled preventive maintenance and repair of designated third echelon repairable assemblies, subassemblies and modules. This will include fault isolation, repairs and tests to assure quality repairs. Third echelon maintenance will use such tools, test equipment and documentation (O&M Handbooks) as necessary to perform assigned tasks.

.235 Fourth

a. Fourth echelon maintenance activities are those "depot level" maintenance functions normally performed at a central location, remote from the using postal facility, such as the Central Repair Facility. The work is beyond the capability of the third echelon because of the need for expensive jigs, fixtures, special test equipment and/or requiring specialized training. Some of the tasks are those associated with manufacturing processes. Other tasks include the repair of modules and subassemblies that have been determined for economic and other reasons to be handled at that echelon of maintenance.

b. Mobile overhaul and technical support functions are included in fourth echelon maintenance to provide skilled specialists and materials on-site at various postal facilities.

.24 Safety

.241 Safety is an area of major concern to all maintenance personnel. The senior maintenance supervisor in a facility is responsible for a maintenance safety program. The program should be updated and aggressive, include each maintenance employee, and achieve maximum protection of personnel and property.

.242 Maintenance supervisors will include safety as a part of all maintenance programs or functions. They should display a personal interest in the program and set an example of following it. The overall maintenance program must include sections on parts safety and fire prevention, extinguishment, and control.

.243 Maintenance supervisors or other personnel overseeing work of others are responsible for ensuring observance of all applicable safety rules, regulations, and specifications. Enforcement, when required, must be carried out quickly, directly, and individually.

.244 Regional maintenance management division approval is required for local fabrication and installation of mechanical and electrical safeguards on postal equipment. This includes replacement of electrical wiring to provide safety grounding for equipment.

.245 Operating fire extinguishers of the type and number specified in Handbook MS-56, *Fire Extinguishing Equipment,* must be provided for each postal facility. This equipment must be inspected according to requirements of Handbook MS-56.

531.3 Maintenance Categories

.31 Preventive Maintenance

.311 Definition. Preventive maintenance is the scheduled, systematic inspection, examination, cleaning, lubricating, adjusting, and servicing of equipment to maintain it in optimum operating condition. Preventive maintenance and follow-up repair work (scheduled repair or parts replacement) is scheduled in advance.

.312 Establishing Program

a. Class A and B Offices and BMCs. (See 531.51.) These major offices with large quantities of postal equipment establish preventive maintenance programs according to procedures in the appropriate maintenance handbook (531.625).

b. Other Offices. Offices with limited maintenance capability and small quantities of equipment maintain that equipment according to applicable equipment handbooks. The senior maintenance official ensures that required preventive maintenance schedules are developed and the work is performed.

.313 Record Keeping

a. Class A and B Offices and BMCs. Maintain and report on preventive maintenance as prescribed in the appropriate maintenance management handbook.

b. Other Offices. Maintain records in any convenient format for all postal equipment. The senior maintenance supervisor or technician (or when necessary, the postmaster or facility manager, maintains these records, which must be retained for 2 years. The following information must be included:

(*1*) Name, type and size of equipment.
(*2*) Descriptions of preventive maintenance required, including frequency of performance.
(*3*) Record of work actually performed.
(*4*) Name of person performing work.

.32 Corrective Maintenance

.321 Definition. **Corrective maintenance is repair or replacement of a failed or defective part, subassembly, or assembly of an equipment item, or portion of a building or facility, which returns the equipment or unit to operating condition. Corrective maintenance may be *scheduled* (when the imminent failure of a part is detected) or *reactive* (when the failure occurs without warning.)**

.322 Repairs to Postal Equipment. Repairs to postal equipment are made by postal employees, whenever possible.

.323 Guidance and Record Keeping

a. Operating procedures for corrective maintenance and record keeping in Class A and B offices and BMCs are in the appropriate maintenance handbook.

b. Offices which do not operate under a particular maintenance management system use Form 4940, *Request for Maintenance Work Order,* and/or Form 4941. *Maintenance Work Order,* to maintain records of corrective maintenance requested and performed.

c. Troubleshooting procedures and guidelines to assist maintenance employees to find and repair failures can be found in maintenance handbooks and manufacturers' publications on specific equipment.

.324 Repair Centers. Specific instructions will sometimes be issued for using specialized repair centers to provide repair support to local offices. These instructions take precedence over other general guidelines.

.33 Operational Maintenance

Operational maintenance (formerly called area assurance) is the use of maintenance personnel available in the vicinity of operationally-critical mail processing equipment, such as multi-position letter sorting machines, to ensure minimum downtime from equipment failure.

531.4 National Maintenance Information and Control System (NMICS)

.41 Description

Maintenance program cost and performance is measured and controlled through a computerized national data collection and processing system. NMICS provides uniform reporting of all information necessary for **maintenance and material management control at the local, regional, and national levels.**

.42 Information Reported

.421 **Maintenance program data accrued and reported includes labor utilization information, workhour and dollar expenditures, equipment performance, preventive and corrective maintenance, inventory control, automatic spare parts reordering, and workhour backlog.**

.422 Reports are generated as necessary for local, regional and national maintenance task assessments and actions. Equipment performance information, including parts failure data, is provided to organizations responsible for design, procurement, and modification of equipment, so that parts and/or equipment can be upgraded or modified to improve performance.

.43 Reference

General information on NMICS is contained in chapters 1-5 of Handbook MS-63, *Maintenance Management Class A Offices.*

531.5 Maintenance Capability

.51 Maintenance Capable Offices

.511 Class A Offices. Offices designated by the Regional Postmaster General to use NMICS to manage, control, monitor, and report maintenance and material functions. Class A offices use the Postal Source Data System (PSDS) network to input and transmit maintenance data according to specific schedules. These offices are supplied with management reports on a scheduled basis.

.512 Class B Offices. Offices designated by the RPMG to operate their maintenance functions, wholly or partially, as in Class A offices, except that direct access to the PSDS network is not used. Individual offices may be required to make manual reports to higher management on all or part of their maintenance programs, as specified by the RPMG.

.513 Bulk Mail Centers. BMCs are large, highly mechanized facilities with unique mail processing equipment, especially designed, constructed, and operated as an integrated system. Commonality of parts, procedures, and mechanization requires national coordination of maintenance support including reporting system, failure analysis, technical documentation, and logistic support. On-site computer systems and the postal data centers provide management reports to the BMCs.

.514 Other Offices. There are other small, maintenance capable offices which, because of their limited maintenance responsibilities, are not required to conduct their maintenance programs under a formal, nationally-designed maintenance management system.

.52 Offices without Maintenance Capability

These are small offices without custodial maintenance staffs. Basic maintenance functions in these offices are:

a. Cleaning. Depending on size of office and cleaning workload, cleaning is performed: (1) by classified USPS custodian, (2) under contract, or (3) in accordance with established custodial allowances for offices CAGs H, J, and K.

b. Building and Plant Equipment Maintenance. Postmasters are responsible for enforcing maintenance responsibilities imposed on lessors of leased facilities. They are also responsible for ensuring that any maintenance responsibilities imposed on the Postal Service by a lease are fulfilled. When USPS is responsible for maintenance of a facility, and corrective maintenance is required, the area maintenance office (AMO) should be contacted (see 536). The AMO will decide whether to have AMO personnel perform the maintenance or to contract locally for the service.

c. Postal Equipment Maintenance. AMOs are responsible for repairing postal equipment on-site when repairs cannot be made by exchanging parts or equipment, and when contracting for the work is either impractical or not economically feasible.

531.6 Maintenance Documentation

.61 Requirements

All maintenance capable offices must follow applicable standards and requirements in the listed documents.

.62 Types of Documentation

.621 Operation and Maintenance (O&M) Manuals. These manuals generally provide the best technical data on how a particular piece of equipment operates, and include instructions and data necessary to adjust, troubleshoot, repair, and maintain the equipment. O&M manuals are sometimes prepared to USPS specifications and published with an MS number. Others are prepared by equipment manufacturers or contractors. For "off-the-shelf" equipment (not specifically designed for USPS use), the manufacturer's standard commercial manual may be provided.

.622 Repair Parts Catalogs. These USPS handbooks catalog repair parts available for support of certain postal equipment. See Appendix A for list.

.623 Maintenance Bulletins. These bulletins contain special maintenance procedures, information on special problems which have developed, new parts procurement data, and corrections to other documents. Maintenance Technical Support Center (MTSC) prepares and distributes maintenance bulletins. They are addressed to the *Senior Maintenance Official,* who is responsible for ensuring that the bulletin is delivered to the proper personnel for action. Request any necessary additional copies from MTSC, P.O. Box 1600, Norman, OK 73070.

.624 Modification Work Orders. Headquarters develops any wide impact modifications to USPS equipment. Installation instructions are communicated to field offices through modification work orders, after approval by the Engineering Change Board and issuance of an engineering change directive. This document gives all data required to implement the modification on local equipment, along with necessary changes to other documents and procedures. MTSC prepares and distributes modification work orders. Back copies may be obtained from MTSC, when available.

.625 Maintenance Handbooks.

a. General. USPS maintenance (MS) handbooks contain policies and procedures for conducting maintenance operations for mechanization and building equipment. They are issued to offices with specific requirements for them. Offices receiving maintenance handbooks should keep a record of issuances to ensure that all holders receive the revisions. MTSC maintains a record of issuances to offices. To order, complete Form 1286, *Request for Postal Publications,* and send it to the Director, MTSC, Office of Maintenance Management, USPS, Attn: Maintenance Handbooks, Box 1600, Norman, OK 73070, for processing.

b. Class A Offices. Use MS-63 for basic procedures.

c. Class B Offices. Use MS-65, *Maintenance Management Class B Offices,* for basic procedures.

d. Bulk Mail Centers. Use MS-71 *Maintenance and Material Management*, for basic procedures.

e. Other USPS handbooks for specific equipment or situations are listed in Appendix A.

.626 Equipment Drawings and Specifications. Headquarters maintains data packages of postal equipment, including design drawings, technical specifications, master drawing lists, and parts lists. These are not normally provided to field offices. However, when they are required for particular maintenance actions, Headquarters will supply them.

.63 Maintenance Criteria

Unless otherwise directed, Headquarters instructions on methods, standards, tools, parts, supplies, and frequencies of attention for maintenance of facilities, plant equipment, and postal equipment take precedence over instructions of manufacturers, contractors, lessors, or other government agencies.

> **Exception:** Equipment covered by a manufacturer's warranty. When manufacturer's requirements differ from USPS instructions, follow warranty requirements for duration of the warranty period.

531.7 Staffing Requirements and Authorizations

.71 Custodial and Plant Equipment

.711 Authorizations. Either the region, or the district (as delegated by the region), authorizes custodial and building maintenance positions and staffing allowances, using current staffing criteria in appropriate maintenance handbooks.

.712 References

a. Custodial Requirements. Use Handbook MS–47, *Housekeeping—Postal Facilities,* for estimating custodial staffing requirements.

b. Plant Equipment Requirements. Use procedures in chapter 13 of Handbook MS–1, *Operation and Maintenance of Real Property,* to establish plant (building) equipment requirements.

.72 Postal Equipment

.721 Guidelines. Calculate required maintenance staffing for postal equipment using guidelines established by regions and Headquarters. Begin with preparing an inventory of all equipment to be maintained and listing tasks required of the maintenance workforce. Workhour estimates which have been developed for specific postal equipment are used to estimate total workload and numbers of different skill-level technicians and maintenance personnel required to properly support the equipment.

.722 Maintenance Criteria. The Office of Maintenance Management, Headquarters, prepares performance checklists, detailing preventive maintenance tasks and estimated times required to perform the work for most postal equipment. These criteria are published in maintenance bulletins, Handbook MS–58, *Maintenance Performance Criteria,* and other maintenance handbooks. Total workhours per year required to maintain an item of equipment include:

a. Preventive maintenance time;

b. Allowance for estimated corrective maintenance time;

c. Travel time to job site;

d. Nonproductive time; and

e. Time allowance for special access problems.

.73 Maintenance Control and Tool Parts Supply Room

Guidelines for establishing and calculating workload are contained in maintenance handbooks, or specified by the regions. Normally, calculations to determine the required staffing support for maintenance control and tool and parts supply functions depend on the following:

a. Class A Offices and Bulk Mail Centers. The total number of items reflected in the master files of equipment inventory, stockroom inventory, preventive and corrective maintenance files and the number of daily transactions involving these files. The total number of tours per week that these functions are to be provided must also be considered.

b. Other Maintenance Capable offices. The total number of items reflected in the master files of equipment inventory, stockroom inventory, preventive and corrective maintenance files and the time required for preparation of required maintenance data input and reports. The total number of tours per week that these functions are to be provided must also be considered.

.74 Self-Service Postal Equipment

Regional maintenance management personnel or delegated representatives determine SSPC technician staffing, following criteria in Handbook M–46, *Self Service Program.*

532 Equipment Modifications and Configuration Control

532.1 Configuration Control and Management

.11 Purpose

The USPS has established a configuration control and management system to provide effective maintenance and control of modifications, spare parts support, documentation, and maintenance management programs. This system controls and documents all changes to equipment design and modifications, so that effective Headquarters support may be provided to field offices, and timely and accurate information distributed. Headquarters maintains master files of engineering drawings and specifications of all equipment under this control system, for both currently used and new procurements of equipment.

.12 Applicability

Headquarters designates the equipment to be placed under configuration control. Generally this is limited to nonfixed mechanization items and other postal equipment of standard design, of which relatively large quantities are in use in many postal facilities. Equipment unique to one facility, and equipment under the control of the Research and Technology Group are not required to be placed under this control system.

532.2 Equipment Modifications

.21 Conditions

.211 Plant Equipment. Modifications and improvements to plant equipment and facilities are normally authorized and approved by the facility manager, subject to limitations imposed on budget costs and manpower by district and regional authority.

.212 Fixed Mechanization. Modifications to fixed mechanization equipment and to equipment unique to one or two sites may be installed on the authority of the facility manager, subject to specific restrictions imposed by regions or Headquarters.

.213 Nonfixed Mechanization. Tests of locally proposed modifications to nonfixed, standard design, mechanization equipment must be approved by the region before implementation. See Publication 101, *Engineering Change Board Organization, Function and Change Processing Procedures,* for list of controlled equipment.

.214 Headquarters-Developed Modifications. Modifications developed by Headquarters are authorized by the distribution of modification work orders to all affected field offices. (See 531.624.)

.22 Installation

Approved modifications are installed on field equipment by USPS personnel when feasible. When personnel, time, special equipment, or cost limitations preclude using USPS personnel, contract services may be used. (See procurement policies and regulations in Publication 41. *Postal Contracting Manual.*

.23 Documentation

All modifications to nonfixed, standard design postal equipment are recorded and records are forwarded to MTSC. These records are essential to an effective configuration control program.

533 Facility and Plant Equipment Maintenance

533.1 General

.11 USPS/GSA Agreement

Certain building services, utilities, and maintenance functions for facilities interchanged between the USPS and GSA are specified in the *Agreement Between General Services Administration and United States Postal Service Covering Real and Personal Property Relationships and Associated Services* (USPS/GSA Agreement). (See 516.3.) Copies of the agreement are on file in regional offices.

.12 Scope

Maintenance functions covered by the USPS/GSA Agreement include cleaning, utilites, and initial building alterations. The owner agency is responsible for providing services specified as standard level.

.13 Standard Level User Charge (SLUC)

The USPS/GSA Agreement provides for a standard level of building services and utilities, with reimbursement for those in excess of the SLUC. (See 516.9.)

533.2 Building Services and Management

.21 Custodial

See Handbook MS-47 for standard level tasks and frequencies of custodial services.

.22 USPS-Owned Buildings

.221 Agencies occupying space in USPS buildings should request building services not included as standard from GSA on GSA Form 2957, *Reimbursable Work Authorization.* (See 516.94.)

.222 GSA is responsible for assigning nonpostal parking spaces allocated by USPS for other agency use.

.23 GSA-Owned Buildings

.231 USPS requests for building services not included as standard level should be sent to the field real estate and buildings office (FREBO) on Form 7437, *Real Estate and Buildings Services Request.* (See 516.93.)

.232 USPS is responsible for assigning parking spaces allocated by GSA for USPS use.

533.3 Repair and Initial Alteration Responsibilities

.31 Repairs

The owner agency is responsible for making all building repairs.

.32 Initial Space Alterations

.321 General. Initial alterations are provided without charge by the owner agency, and are comparable to what is normally provided by the commercial sector for new occupants in buildings. Included are alterations to office and storage space conference and training areas, etc.

.322 Office Space

a. Floors. Adequate resilient flooring, such as vinyl asbestos.

b. Ceilings. Structurally sound and newly painted, if not acoustically treated.

c. Partitions and Walls. One linear foot of permanent structurally sound, newly painted, floor-to-ceiling partitioning for each 10 occupiable square feet of floor area. For open space planning, permanent partitions will be provided to a maximum of one linear foot for each 20 occupiable square feet of floor area.

d. Window Treatment. Standard window covering is venetian blinds.

e. Heating, Ventilating and Air Conditioning. Capable of maintaining an operating environment in conformance with current USPS standards. See Handbook MS–7, *Repair and Alterations of Real Property,* Part 4.

f. Lighting. Adequate lighting will be provided to maintain levels of illumination in conformance with current USPS standards. See Handbook MS–49, *Energy Conservation and Maintenance Contingency Planning in Large Postal Facilities.*

g. Electrical and Telephone Distribution. One duplex electrical outlet and one telephone outlet will be provided to a maximum of one for each 100 square feet of occupiable space.

h. Accident and Fire Prevention. Features will be provided in accordance with current USPS policy.

.323 Storage Space

a. Floors. Concrete, wood block or similar material adequate for warehousing service.

b. Ceilings. Unfinished.

c. Partitions and Walls. With the exception of firewalls, no partitioning or wall finish will be provided.

d. Window Treatment. None.

e. Heating, Ventilating and Air Conditioning. Capable of maintaining an operable environment in conformance with current USPS standards. See Handbook MS–7.

f. Lighting. Adequate to maintain levels of illumination in conformance with current USPS standards. See Handbook MS–49.

g. Electrical and Telephone Distribution. None provided.

h. Accident and Fire Prevention. In accordance with current USPS policy.

.323 Conference and Training Areas

a. Floors. Carpeted.

b. Ceilings. If required, ceilings will be acoustically treated.

c. Partitions and Walls. If required, perimeter walls will be sound-conditioned to provide a minimum sound transmission class of 40.

d. Heating, Ventilating and Air Conditioning. Boosted HVAC facilities will normally be required to provide for high density occupancy and will be furnished where required.

.324 Other Areas. Contact region for details on special use space, such as laboratory and clinic areas, vending areas, ADP space and postal workrooms.

.33 Special Requirements

If a tenant agency requires building alterations or improvements for which the owner agency is not responsible and funding is not available to the owner agency, GSA and USPS will agree upon conditions under which the work may be initially funded by the tenant agency.

533.4 Building Maintenance

.41 USPS-Owned Buildings

.411 Scope.

The USPS is responsible for cleaning and maintenance of all postal-owned facilities, including maintenance of plant equipment. The postmaster or other installation head has jurisdiction over the facility, grounds, and appurtenances, and is responsible for their operation and maintenance.

.412 Maintenance Responsibilities

a. Preventive maintenance, keeping facility, grounds, and plant equipment in operational condition through scheduled inspections, adjustments, lubrication, and repairs.

b. Replacing expendable component parts of building and equipment units (such as switches, starters, flush valves, etc.) which can reasonably be expected to wear out repeatedly.

c. Replacing complete plant equipment units when necessary or economically desirable.

d. Providing expendable supplies and materials such as gaskets, seals, filters, electronic tubes, and supplemental refrigerants.

e. Making necessary changes, modifications, repairs, and improvements to facilities. (See Publications 190, *Capital Investment Policies and Procedures,* and 191, *Capital Investment Implementation Procedures,* for procedures and limitations.

f. Maintaining suitable working conditions for all interior and exterior areas for the type of work being performed.

.413 AMO Involvement. In offices without maintenance capability, the AMO may be used for repair work or may have it done, as authorized in Handbook MS–45, *Area Maintenance Office Operating Procedures.* Requests should be routed through the MSC or district, as established by the region. (See 536.22)

.414 Vacant Facilities. When the USPS relocates postal operations and vacates postal-owned buildings, the postmaster is responsible for maintenance of the vacant building and grounds until final disposition of the real property. Tenants occupying space in these facilities must be provided full support and custodial services until disposition of the property.

.42 Leased or Rented Quarters

.421 Normal Conditions

a. Leases or rental agreements specify the lessor's obligations for repairs and maintenance. The agreements customarily require the owners to keep the premises and all equipment furnished by them in good tenantable condition, except when damage occurs by an act of negligence by USPS agent or employee.

b. USPS personnel must not undertake any preventive maintenance in leased facilities unless specifically authorized or directed to take such action by the FREBO.

c. Advise the lessor promptly of any equipment malfunction or needed repairs, to avoid extensive damage that might be caused by failure to correct deficiencies. (See 514.1 for procedure.)

d. Postmasters or other installation heads should obtain a copy of the lease, and ensure that they understand the maintenance section.

.422 Postal Caused Damage

When damage is caused by postal employees and the lessor is not responsible under the lease for correcting it, the postmaster makes the necessary repairs if there is in-house capability. If this cannot be done, proceed as follows:

a. If the estimated cost of repair is $2,000 or less, procure the necessary services under contract according to Pub. 41, providing no engineering design work is necessary.

b. If the estimated cost of repair exceeds $2,000 or if engineering design work is necessary, process the repair through appropriate real estate channels.

.423 Emergencies. See 514.2.

.424 Funding. Except in emergencies, the postmaster must ensure that funds are available before contracting for any maintenance or repair work which is not the lessor's responsibility.

.425 Plant Equipment Responsibilities. The USPS is responsible for testing and recharging of portable fire extinguishers, USPS-furnished portable battery-powered emergency lighting units, and all postal equipment used in the facility. USPS personnel must use good equipment operating practices on all plant equipment.

.426 Claims for Damages

An owner's claim for damages due to acts or negligence of USPS personnel, and not the result of ordinary usage, must:

a. Include a brief statement on the cause of the damage and other relevant facts,

b. Be submitted, in writing, to the region through proper channels, with the postmaster's recommendation on the validity and reasonableness of the claim and the recommended action.

533.5 Building and Grounds Cleaning

.51 Responsibility

.511 USPS-Owned Buildings. USPS is responsible for cleaning all USPS-owned buildings.

.512 GSA-Owned Buildings. GSA is responsible for cleaning USPS-occupied space in GSA-owned buildings.

.513 Leased or Rented Buildings. USPS is responsible for cleaning unless otherwise stated in the lease or rental agreement.

.52 Cleaning Methods

.521 The following handbooks contain methods for custodial work:

a. Handbook S-3, *Floors, Care, and Maintenance.*

b. Handbook MS-39, *Fluorescent and Mercury Vapor Lighting, Cleaning, and Relamping.*

c. Handbook MS-47.

.522 Methods are also updated and issued in maintenance bulletins.

.523 A filmstrip presentation of custodial techniques, *A Program for Good Housekeeping,* is available in all Postal Education and Development Centers (PEDCs).

.53 Supplies and Equipment

.531 Supplies. Publication 24, *Supply Catalog,* lists cleaning and maintenance supplies and requisitioning procedures.

.532 Equipment. Publication 47, *Equipment Catalog,* lists equipment available for efficient custodial and plant equipment maintenance. This equipment is requisitioned on Form 7373, *Equipment Requisition,* submitted to the appropriate procurement services office (PSO). Any required equipment not listed in Pub. 47, the use of which would reduce custodial workhours or other operational cost, should also be requisitioned on Form 7373. Attach a detailed justification.

.533 Tools. Maintenance tools are listed in the GSA Federal Supply Catalog and stocked at GSA stores depots. Authorized postal installations may requisition tools from GSA following instructions in Handbook S-21, *FEDSTRIP.*

.534 Acquisition. See 712 and 723 for guidelines for procurement and requisition of supplies and equipment.

.54 Inspection of Detached Units

The postmaster, officer-in-charge, or other designated supervisory employees of the main post office must conduct quarterly maintenance inspections of all detached USPS units. Use Form 4613, *Detached Unit Maintenance and Housekeeping Check,* as a guideline for inspection. Discuss the results with the detached unit superintendent. Report any major problems noted to the main office maintenance division for necessary action. At least once a year, a supervisor from the main office maintenance division should assist in the inspection.

.55 Employee Housekeeping Committees

Postal facilities with 100 or more employees must appoint an employee committee to generate and encourage good housekeeping habits. In facilities with fewer than 100 employees, committees may be appointed at the discretion of the postmaster or officer-in-charge. A maintenance supervisor should be a member of the committee. The committee must formally inspect the facility at least quarterly, and submit a written summary of findings to the postmaster or officer-in-charge.

.56 Lookout Galleries

.561 Use. Lookout galleries are for the exclusive use of Postal Inspection Service personnel. They are to be used for criminal investigations only.

.562 Cleaning Requirements. Galleries are to be cleaned on the first Monday of each month or on the next business day if Monday is a holiday. If cleaning cannot be performed on the regular day, for any reason, the gallery may not be entered for cleaning on any other day without permission from the local inspector or inspector in charge.

.563 Exterior Door. At the time of cleaning, check whether outside entrance door leading to observation gallery operates freely. Open the door from inside and determine that the latch bolt operates freely. If door does not operate freely and quietly, make arrangements to have the deficiency promptly corrected.

.564 Access. The galleries may be entered without prior permission only for cleaning purposes on the scheduled day or for emergencies involving the galleries. If contractors, repairmen, or regional personnel must have access to the galleries in connection with new construction, alterations, or repairs, such access must be cleared by the installation head beforehand with the local inspector or the inspector in charge.

.565 Glow Lamps. Duplex convenience outlets are provided in most galleries to permit use of electrical equipment for cleaning and to provide receptacles for glow lamps which mark obstructions and changes in direction. Postmasters should order glow lamps from area supply centers (item C–1864). Only one glow lamp should be installed in a duplex outlet. Usually an outlet is provided at the top and bottom of each ladder in the gallery; glow lamps should not be installed in the outlets at the bottoms of ladders located in a breakout door well. Glow lamps should be burned 24 hours a day.

.566 Breakout Doors. Exit doors from the galleries to the workroom or other areas must not be blocked by equipment at any time. An area 2 feet wide from the door to an aisle must be kept clear. The floor area to be kept clear must be marked. To identify such doors, use Label 1, *Do Not Block Door,* stocked in supply centers. *No Other Use of the label is authorized.*

533.6 Repair and Alteration (R&A) Program

.61 Objectives

.611 Maintain environmental conditions which meet or exceed certain minimum levels of heating, ventilating, cooling, lighting and aesthetic appearance necessary for employee morale, health, and safety.

.612 Stop or avoid unnecessary deterioration of buildings and building systems.

.613 Improve building operation and maintenance, including energy conservation, and reduce costs by modernizing heating and cooling systems, other building equipment, and building features.

.62 Inspections

.621 Purpose. Knowledgeable Building Management Engineering Office personnel conduct inspections to determine repair and alteration requirements in USPS-owned and leased buildings. See Handbook MS–7.

.622 Frequencies. Inspection frequencies must conform to schedules in 250 and 270 of Handbook MS–7.

.623 Requirements

a. In USPS-owned buildings, and in leased buildings where USPS is responsible for repairs and alterations under terms of lease, consider all objectives in 533.61.

b. Where the lessor is responsible for repairs and alterations, inspect somewhat superficially for physical and structural defects, identifying only obvious defects for lessor notification (see 533.421c.) Environmental conditions and operation and maintenance cost aspects should be inspected comprehensively.

.63 R&A Programming

.631 Inspection Reports. Form 4835, *Repair and Improvement Inspection Report,* establishes the priority for recommended R&A projects within constraints of available funding and building retention schedules.

.632 Priority Classifications

a. Class A. Work necessary to correct conditions which constitute an imminent hazard to life or health, or an imminent hazard to property or continuity of postal operations.

b. Class B. Work necessary to prevent accelerated deterioration and/or wear of the building and building equipment. This classification is also used for required upgrading of environmental conditions.

c. Class C. Work that will result in improved building operating efficiency and having economic benefit meeting criteria in Publications 190 and 191.

d. Class D. Work solely for the enhancement of the aesthetic qualities of the building and grounds.

.633 Project Scheduling

a. Project scheduling may involve the MSC, district, region, and headquarters, or it may involve only the MSC, depending on complexity and funding requirements.

b. Projects in leased buildings *must* be referred to the real estate contracting officer for coordination with the lessor prior to scheduling. (See 514.12.)

534 Postal Equipment Maintenance

534.1 Types of Equipment

.11 Mail Processing Equipment. All mechanization (both fixed and nonfixed) used to convey, face, cancel, sort, or otherwise process for delivery all classes of letter and bulk mail. *Examples:* optical character readers, single and multiple position letter sorting machines, ZIP mail translators, facer-cancelers, edger-stackers, edger-feeders, parcel and sack sorting machines, bulk belt and portable powered conveyors, canceling machines, twine tying machines.

.12 Customer Service Equipment. Includes stamp and commodity vending machines, scales, bill changers, self-service postal center equipment, money order machines, Mailgram equipment.

.13 Delivery Service Equipment. Includes label imprinters for central markup, label makers, letter boxes, and Centralized Forwarding Systems.

.14 Support Equipment. Includes Postal Source Data System (PSDS) equipment, maintenance working equipment such as fork-lift trucks, vertical-lift equipment, powered shop equipment and containers.

534.2 Repair Parts—Overhaul and Rebuild

.21 Sources

Repair parts and tools, supplies, and test equipment required to perform corrective and preventive maintenance are obtained from one or more of the following sources: Eastern Area Supply Center, Somerville, NJ; Western Area Supply Center, Topeka, KS; GSA Supply Center; other U.S. Government supply centers; and commercial parts supply houses. Follow procedures in Pub. 41 and other procurement documents.

.22 Repair and Rebuild of Assemblies

Many items of postal equipment are efficiently placed back into service following a failure by replacing a defective assembly or subassembly. For small equipment, the entire unit is sometimes replaced. The replaced assembly, subassembly, or unit must then be repaired or disposed of. Several alternatives may be considered when this situation occurs in the absence of stated policy:

a. Local Repair. If a local office has trained technicians, required replacement parts, tools, and test equipment available, and the item is judged to be technically and economically repairable, repair the item locally and return to stock.

b. Supply Center Rebuilding. If a local office does not have all the required capabilities (in 534.22a), and the item is available from the supply center, requisition a new unit and send the defective one to the supply center for rebuild. A central repair facility under management of Headquarters Office of Maintenance Management rebuilds the item. The Office of Maintenance Management issues policy for certain cases where uniform national procedures are clearly advantageous.

c. Warranty Replacement. If the item is under warranty, follow warranty replacement procedures for that particular item of equipment. Warranty procedures are specified in operation and maintenance manuals, maintenance series (MS) handbooks, maintenance bulletins, and specific warranty documents.

d. Manufacturer's Repair. In certain cases, the item must be returned to the original manufacturer for repair or rebuild. These cases normally involve small quantities of prototype or field test equipment, or equipment for which no specific internal repair or rebuild system has been established.

.23 Equipment Overhaul

.231 Major Equipment. Certain extensively used major items of equipment require a major overhaul some time during their operating life. The Eastern and Western Area Overhaul Centers have been established for this purpose. Regions and Headquarters issue instructions for major overhaul programs.

.232 Other Equipment. Overhaul of other equipment is normally done at the local office, according to a planned program.

.24 Repair Parts Stockage

.241 Requirement. Offices with internal maintenance workforce operations must maintain local stockage of spare parts, tools, and supplies necessary to support maintenance performed in their office. The particular operating procedures depend on the maintenance management system used at the office.

.242 Control.

a. Whatever system is used, some control must be established for receipt, issue, stockage, and reordering of spare parts. When stockrooms must be operated without clerks in attendance during one or more tours, ensure that maintenance personnel using parts and supplies record the items issued and received. During these times, the senior maintenance official on duty, or designee, is responsible for this operation.

b. Also, when satellite storerooms are set up near specific equipment to provide quick access to repair parts, the issue and receipt of parts to and from the satellite storeroom must be carefully controlled.

c. When there are no maintenance management or supervisory personnel on duty, the senior operation official is responsible for the tool and parts operation.

.243 Stock Levels. Local stockage levels of spare parts and supplies have been established for many items of equipment and are published in repair parts catalogs and other documents (see also 725.3). Follow these levels except when specific local conditions require some deviation. Any deviation requires approval from the regional Maintenance Management Division.

.244 Regional Stocks. Specific critical spare parts and assemblies are stocked in all five regions. WASC and regional publications describe the items stocked and procedures for obtaining parts from these stocks.

534.3 Repair/Replacement Criteria

.31 General

Criteria for deciding whether to repair or replace postal equipment depends on: type of equipment, availability of replacements, cost of repair and replacement, age and anticipated life of the item, etc.

.32 Fourth Echelon Maintenance

The Office of Maintenance Management establishes guidelines for deciding whether to repair or replace equipment, assemblies, and subassemblies by fourth echelon maintenance.

.33 Field Maintenance

To decide whether to repair or replace equipment, assemblies, or subassemblies by field maintenance activities, use the following guidelines:

a. Estimate one-time costs of repairs or overhaul necessary to place the item in good operable condition. Include current price of all parts to be replaced as listed in the repair parts catalog or the exchange charge for complete assemblies or subassemblies, plus all shop labor hours. Use the midpoint of the hourly rate for PS–7 to estimate labor costs.

b. Use the formula in Exhibit 534.33b to make decision. One-time expenditure for repair or overhaul is authorized when estimated cost is within the percentage limits of the respective replacement cost, and repairs are not available by a qualified postal mechanic.

c. Local repair of items such as electric motors is authorized when needed service is minor. Minor repairs must not exceed 50 percent of the replacement cost of the motor.

d. If the estimated costs exceed the dollar amount of the repair limit, requisition a replacement item and dispose of the unserviceable unit.

e. Criticality of equipment, operational requirements may dictate the repairing of an item, even though the cost of repairs exceeds the economic limits.

535 Maintenance Service Contracts

535.1 General

.11 Use

.111 Postal Equipment. Maintenance of postal equipment should be performed by USPS personnel, whenever possible. *Exceptions:*

a. Where capable personnel are not available, or

b. When a piece of equipment is a prototype or experimental model or unusually complex, so that a commercial firm is the only practical source of required maintenance expertise.

.112 Facility and Plant Equipment. Contract service is encouraged for USPS-operated facility and plant equipment maintenance, when economically advantageous.

.12 Procurement of Contracts

.121 Authority. All service contract procurement must comply with delegated contracting authority and procurement regulations for service contracts specified in Pub. 41. These are also subject to funds availability.

.122 Regional Approval

a. Pub. 41 requires regional approval of proposed solicitations under certain circumstances.

b. When proposing a major revision to provisions of an existing contract, consider submitting the proposal to the regional Contracts and Procurement Branch for prior approval.

.13 National Agreement Considerations

Installation heads must be knowledgeable about Article 32, Subcontracting, of the National Agreement with the postal unions, before considering contract maintenance service.

535.2 Contract Criteria

.21 Removal of Ashes and Rubbish

Contract service may be authorized when the municipality or lessor is not obligated to provide removal services. When contractors are required to use USPS-owned equipment, such as crane hoists or elevators, to remove ashes and rubbish from the premises, they must use the equipment according to safety rules established by the postmaster. The postmaster must have this equipment inspected periodically to ensure its safe operating condition.

.22 Cloth and Laundry Service

Contract service may be authorized when necessary.

	Life Expectancy of Equipment					**Percent of replacement cost authorized for repair/ overhaul costs**
	15 years	**12 years**	**10 years**	**8 years**	**5 years**	
Age of equipment in years	0–3	0–2	0–1	0–1	0–1	50
	4–6	3–4	2	2	....	45
	7–8	5–6	3	3	2	40
	9–10	7	4	4	....	35
	11	8	5	5	3	30
	12	9	6	....	....	25
	13	10	7	6	4	20
	14	11	8	7	....	15
	15	12	9–10	8	5	10

Example — A hamper dumper has a life expectancy of 15 years and a replacement cost of $800. If the unit to be repaired is 12 years old, then 25 percent of $800, or $200, is authorized to be spent in returning the item to good operable condition.

Exhibit 534.33b Repair/Replacement Formula

.23 Window Cleaning and Snow and Ice Removal

Contract service may be authorized only when the work cannot be done expediently by the existing maintenance workforce. Lobby windows are washed weekly. Other exterior windows are washed as scheduled.

.24 Air Conditioning Service

Contract service may be authorized for facilities in which the USPS is responsible for operating and maintaining certain types of air conditioning equipment. Handbook MS–24, *Heating, Cooling, and Ventilating,* specifies instructions for use of air conditioning contract maintenance service. This handbook:

a. Must be followed by post offices with central air conditioning systems using chillers, water cooling towers, and air handlers.

b. Is available to offices with self-contained units with compressors rated at 5 tons or above, if the USPS is responsible for maintenance of the air conditioning equipment.

.25 Elevator, Escalator, and Dumbwaiter Service

.251 Contract service may be authorized for facilities in which the USPS is responsible for operating and maintaining elevators, escalators, or dumbwaiters. The Postal Service has this responsibility in all USPS-owned facilities. In leased facilities, the USPS generally has routine maintenance responsibility and sometimes has repair and replacement responsibility. In questionable cases, review the lease.

.252 Routine maintenance of this equipment (inspection, adjusting, cleaning, oiling, and greasing) requires highly technical skills. Post offices that do not have employees with these skills should request authority to procure the necessary maintenance service under contract with a qualified elevator maintenance company.

.26 Cleaning Services

.261 Authorization.

a. Cleaning services contracts may be authorized for cleaning offices, branches, or stations, (1) if the average daily workload does not exceed 4 hours and (2) provided the work is not presently being performed by field service maintenance employees.

b. Cleaning services contracts are not authorized for (1) offices with less than 190 revenue units, or (2) buildings at which classified custodial maintenance employees are assigned.

.262 Maintenance Position. When a full-time maintenance position is required and cannot be filled locally, the postmaster must forward documentation to the regional Maintenance Management Division, showing efforts made to recruit classified maintenance employees for the job.

.263 Tenant Space. Contracts may be authorized for cleaning buildings or portions of buildings occupied by nonpostal tenants and not used for proprietary postal functions, provided such space is not being cleaned by field service custodial maintenance employees. This includes office space adjacent to or above or below postal operating space; identifiable sections of buildings which are separated from postal space and outleased to nonpostal functions; and buildings which have been vacated by the Postal Service and are awaiting final disposition.

.264 Vacant Buildings. Postal buildings vacated as the result of transferred operations (including custodial cleaning functions performed by bargaining unit personnel) to another building may be cleaned under contract.

.265 Submitting Requests. When submitting a request for approval (see 535.122), the following must be shown:

a. Location and size of building to be cleaned.

b. Hours building is normally occupied.

c. Classified cleaning workhours required, based on completed Form 4852, *Workload Analysis and Summary.*

d. Estimated cost of contract services.

e. How the building is presently cleaned.

.266 Estimating Costs. Use the following procedures to estimate requirements and costs:

a. Handbook MS–47 provides guidelines for cleaning requirements and criteria for determining the necessary workforce allowance. It is mandatory that postmasters in buildings under 20,000 square feet:

(*1*) Maintain an up-to-date Form 4852.

(*2*) Encircle in columns G, H, I, and J on Form 4852 the minutes required for the operations for which contract service is being proposed.

b. The biweekly cost of cleaning services contracts can be estimated by extracting from Form 4852 the encircled items in columns G, H, I, and J; convert them to weekly hours and minutes; multiply such time by the minimum or prevailing local wage rates for this type of custodial occupation. Do not use the *weekly manhours* column of Form 4852 for this estimate unless all operations listed on the form are to be provided under contract.

.27 Other Contract Service

If another type of contract service is needed, forward a complete description of the service desired, the need for it, and the estimated cost and duration of the contract, to the regional Maintenance Management Division.

536 Area Maintenance Offices

536.1 General

.11 Policy

Area maintenance offices (AMOs) perform maintenance work which is not the responsibility of GSA or a lessor, at associate postal facilities. AMOs perform maintenance when:

a. Maintenance capability does not exist at the associate office;

b. Maintenance cannot be provided economically by the office's MSC or sectional center;

c. Repairs cannot be made by exchange of parts or equipment items; or

d. A local contract for the required services is not possible or economical.

.12 Responsibilities

The AMOs are responsible for a wide variety of relatively complex plant equipment and postal equipment maintenance, such as:

a. Installation of stamp vending machines.

b. Installation of portable conveyors.

c. Installation and alteration of screenlines.

d. Repair of scales, stamp vending machines, twine-tying machines, canceling machines, money order machines, postage meter bases, lockboxes, self service postal centers, time recorders, portable conveyors, and other postal equipment, according to existing instructions.

e. Installation, repair, and removal of alarm systems provided by the Postal Service for safes and vaults.

f. Repair of safe and vault combinations, including lockouts.

g. Preventive maintenance inspection of postal equipment including air conditioning equipment, if required, during visits to an associate office to make a repair.

h. Building inspections, when designated under the buildings management program.

.13 Reference

AMOs follow instructions in Handbook MS-45, *Area Maintenance Office Operating Procedures.*

536.2 Program Responsibility

.21 Headquarters

Office of Maintenance Management is responsible for:

a. Developing new or revised policy guidance on the role and functions of AMOs, and acquisition, maintenance, and disposal of equipment.

b. Issuing technical guidance in maintenance handbooks and other publications.

c. Developing effective training programs.

d. Maintaining a technical support activity (MTSC) to provide field maintenance installations with technical interpretation of maintenance issuances, and general technical support.

.22 Regions

.221 Maintenance Staffing. Regional Maintenance Management Divisions make staffing authorizations based on such considerations as:

a. geographic area,

b. offices served,

c. sectional center assistance to associate offices, and

d. availability of contract assistance.

.222 Responsibilities. Regional Maintenance Management Divisions are responsible for:

a. Defining geographic areas to be served by individual AMOs.

b. Approving AMO staffing levels.

c. Auditing the AMOs periodically to ensure that the sectional centers are correctly managing the program; reviewing the general performance of AMOs.

d. Coordinating AMO training.

e. Authorizing selected AMOs to perform facilities maintenance. Regions may redelegate this responsibility to district managers.

.23 MSC Postmasters

MSC postmasters are responsible for:

a. Providing the needed repair service through exchange of parts or equipment items, using existing mail transportation services, when possible.

b. Verifying that repairs cannot be made, or economically secured by local contract, at the office of the requesting postmaster.

c. Providing services only at offices without maintenance capability.

536.3 Program Administration

.31 AMO Staff Scheduling Assignments

.311 When work requested by an associate office is relatively simple and does not require the technical skills of AMO personnel, the senior maintenance official of the AMO post office should assign lower level, qualified maintenance employees to the job.

.312 When the AMO workload or technical capabilities are exceeded, the senior maintenance official of the AMO post office should assign additional maintenance employees to assist in work in areas of which they have training, unless all members of the staff are engaged in work of equal importance.

.313 AMO personnel will not be utilized for maintenance work at the AMO post office, unless all valid requests for work from associate offices are being fulfilled by qualified maintenance personnel. During these slack periods, AMO personnel may only be assigned to maintenance tasks, commensurate with their skills, in the local post office, its branches, or stations.

.32 Controls and Reports

.321 Maintenance Class A and B Offices. Maintenance control personnel are responsible for maintaining work order summaries, showing AMO work at the home office and associate offices, and non-AMO work. At the close of each accounting period, Form 4942, *Area Maintenance Office A/P Report,* is compiled from the work order summaries. The original is forwarded to the regional maintenance Management Division, with a copy to the district. The forms are retained at least 2 years.

.322 Other Offices. AMO personnel are responsible for filing Form 4942.

536.4 Requesting AMO Assistance

.41 Routine Work

When AMO assistance is required, the postmaster of the requesting associate office completes Form 4940, *Request* *for Maintenance Work Order*, and mails it to the AMO, attention: area maintenance technician. The request is processed and work scheduled as outlined in Handbook MS–45.

.42 Emergencies

In emergencies, the associate office postmaster telephones the area maintenance technician or maintenance control clerk directly, and requests that the necessary work be performed.

536.5 Requesting Spare Parts

Associate office postmasters who require spare parts for their postal equipment should requisition them from their AMO, using Form 4635, *AMO Repair Parts Requisition.*

536.6 Contracting Authorities

.61 Associate Office Postmasters

Area maintenance technicians and specialists may contract for labor and/or materials under associate office postmasters' contracting authority of $500 for CAG A-J offices and $100 for CAG K offices. (See 711.32.)

.62 Procurement Services Offices (PSOs)

Contract costs that exceed limits in 536.61 must be referred promptly to the appropriate MSC PSO manager for contract approval.

540 Energy Conservation, Fuels, and Utilities

541 Conservation of Energy

541.1 Requirements

All postal facility managers must comply with the following energy conservation measures:

a. Switch off any lighting, indoor or outdoor, which is not needed.

b. Maintain a maximum heating temperature of 65 F. during working hours and 55°F. during nonworking hours.

c. Maintain a minimum cooling temperature of 78°F. during working hours and no cooling during nonworking hours.

d. Follow all guidelines prescribed in Handbook MS–49, *Energy Conservation and Maintenance Contingency Planning in Large Postal Facilities.*

541.2 Energy Contingency Planning

.21 Energy Shortages

All facility managers must prepare a plan of action for a critical fuel or power shortage to:

a. Reduce electrical, gas, oil, or other fuel consumption, or,

b. Altogether change over to an alternate source of energy.

.22 References

Follow instructions in Chapter 5 of Handbook MS–49.

542 Fuels and Utilities

542.1 Policy

.11 Local Purchase

Fuels and utilities cited in 542.21 and 542.31 may be purchased locally when required for operation of USPS-owned buildings or for USPS-leased or rented space (including vehicle service garages), when the owner is not required to furnish those items or services.

.12 Obligation of Building Owner

No funds may be authorized or expended, in leased or rented buildings, for any service which the owner must provide. Existing lease contracts and rental agreements, copies of which are on file in the local post office, specify the services that the owner of the building is obligated to furnish.

.13 Type of Fuel

.131 New Facilities. The type of fuel (coal, oil, or gas) is determined when the building is erected, or first occupied under a lease or rental agreement.

.132 Existing Facilities. Changes in the fuel used must have prior approval. For USPS-owned or leased buildings, submit a request to the General Manager, Maintenance Management Division, Regional Headquarters, giving estimated costs of the present and proposed fuels and the reasons for making the change. Include comments on the kind and amount of fuel provided and any complaints of objectionable smoke conditions.

.14 Use During Summer Months

When gas is not needed, minimum charges for service should be paid if this reduces the annual cost for gas. In many areas, high reconnection costs preclude having the gas shut off. Also, consider leaving pilot flames on during the summer to reduce corrosion. Officials in charge of postal installations must implement this policy.

542.2 Metered or Flat Rate Utility Services and Supplies

.21 Items Included

a. Electricity.

b. Gas. Natural, manufactured, liquefied petroleum (also known as LPG, propane, butane or bottled gas) if the gas is supplied as a utility service through an underground piping network or submetered from a central tank furnishing a number of customers.

c. Water and sewer service.

d. Purchased steam.

.22 Acquiring Service

.221 By GSA Contract. The General Services Administration (GSA) has negotiated consolidated contracts for utility service in a number of geographic areas. These contracts cover postal facilities and must be used by the Postal Service where they are in force.

.222 By Application. The Procurement Services Office (PSO) prepares Form 4845, *Utility Service by Application,* to request service when:

a. A GSA contract is not available;

b. Rates are fixed or adjusted by Federal, state or other body; and

c. There is no competition in utility service. *Note:* This type of application covers the first fiscal year or any portion of it, and normally continues automatically from year to year.)

.223 By Contract. The formal contract Form 7302, *Utility Service by Contract,* must be used when:

a. A GSA contract is not available;

b. The utility rates are not governed by Federal, state, or other regulatory body;

c. The utility company insists on a formal contract or a contract is deemed necessary to properly protect USPS interests;

d. There is competition in utility service.

.23 Responsibilities

.231 PSO Manager

a. Is designated as contracting officer; and

b. Is assigned the responsibility and delegated the authority to enter into, execute and approve contracts for services up to a specific dollar limit. (See 720.)

.232 Postmaster/Facility Manager

a. Submits requests to the PSO manager for utility services.

b. When requested, provides the PSO manager a detailed statement showing the actual or estimated consumption by months, to be used as a basis for competitive bidding. This is particularly important for electricity, for which both the kWh consumption and kW demand (if applicable) should be shown. The statement should include:

(*1*) For new facilities, a statement from competing suppliers showing an estimated consumption by months (and demand, if applicable) covering a 12-month period, based on best judgment of conditions of size, connected load, etc., of the facility.

(*2*) For existing facilities, an accurate record of the consumption (and demand, when applicable) maintained for each month so that actual data may be used as a basis for bids in succeeding years.

c. When bids are solicited, the postmaster will furnish prospective bidders a statement of the consumption (and demand when applicable) for the most recent 12 months for which information is available. A record of demand and consumption must be maintained at the building on Form 4841, *Fuel and Utilities Record.*

.24 Rate Changes

.241 Service by GSA Contract

When a public utility regulatory agency approves a rate change, the postmaster/facility manager sends a copy of the notice announcing the change to the PDC director. Include a statement showing whether the change represents an increase or decrease and its effect on the cost of the specific service involved.

.242 Service by Application Form 4845

Process changes in rates the same way as in 542.241.

.243 Service by Contract Form 7302.

The postmaster/facility manager requests the PSO manager to obtain new bids when rate changes are approved.

.25 Billing and Payment

.251 Payment for metered or flat rate services is made on the basis of regular bills by the utility companies or municipal units. When received, these bills must be reviewed, certified, and forwarded promptly to the PDC director for payment. *Note:* Do not use Form 7444, *Counter Purchase Receipt,* for metered service.

.252 If bills are received which include extra charges (e.g., for amortization or membership fees, deposits, or taxes), note the following:

a. Amortization charges or membership fees are usually applicable to cooperative or municipally owned utilities.

b. Including amortization charges in bills is permissible.

c. Payment of membership fees should generally be avoided, but they may be paid if the supplier insists.

d. Payment of deposits should generally be avoided, but they may be paid if a statement is obtained that the deposit will be refunded when the service is no longer needed.

e. Submit questions relating to taxes to the PSO manager for resolution.

.26 Changes in Name and Address

All changes, such as name and address of supplier or address of post office, must be reported to the PSO manager and the PDC director.

.27 Rate Surveys

.271 Semiannually, contact the utility company or municipality furnishing service (except for GSA consolidated contract) and request them to advise if the rates used are the lowest available to the USPS, and whether there is a choice of rates. Generally, if there is a choice of rates available and if requested, the utility will furnish comparative costs data and give the USPS the benefit of the lowest rate.

.272 Forms 4841 must be maintained at all USPS-owned buildings and leased facilities where the cost of electricity, water, or fuel is paid by the USPS. The facility must retain the completed form for the record.

.273 Experience data on Forms 4841 should be studied after each 12 months operation. If the data show an appreciative increase in consumption, request the utility to make a rate survey. When in doubt on any question concerning utility rates, forward full information (copies of the different rates, effective dates, statement showing 12 months consumption and cost, etc.) to the **General Manager, Maintenance Management Division, Regional Headquarters for review and resolution.**

.274 When a building has been remodeled, rewired, relighted, air conditioned, or mechanized, request the utility to make an electric rate survey not later than 6 months after the change.

542.3 Procurement of Nonmetered Heating Fuel

.31 Definition. Nonmetered heating fuel is fuel obtained by bulk delivery (e.g., by delivery truck) for storage at the postal facility, such as fuel oil, butane, propane, coal, and wood. It is contrasted with metered fuel delivered by pipeline, public utilities, etc., which is measured as consumed.

.32 Authority

.321 *Procurement Support*

a. By joint interagency agreement, the Defense Fuel Supply Center (DFSC), Defense Logistics Agency, furnishes procurement support to the Postal Service for federal/military specification petroleum products. This includes all grades of heating oils.

b. Coal, wood, and other nonpetroleum fuels are procured by the procurement services office (PSO) or by local postmasters, if the dollar amount is within their purchase authority.

.322 Basic Pricing Agreement. Section 6-112 of Publication 41, *Postal Contracting Manual* (PCM), authorizes the use of Basic Pricing Agreements (BPAs) to purchase repetitive day-to-day small quantity requirements on a charge account basis. The Defense Logistics Agency and the USPS have agreed to the use of BPAs for ordering bulk heating fuel at each postal facility. If vendors default or there are any other contractual problems, the DFSC contracting officer is the only person authorized to negotiate with the contractor.

.33 Limitations

.331 Quantity. USPS and DFSC have agreed that it would be beneficial for the Postal Service to procure locally its fuel requirements for quantities of less than 10,000 gallons annually. Therefore, only those requirements estimated to exceed 10,000 gallons annually will be submitted to the DFSC for procurement.

.332 Support. DFSC will, however, offer necessary assistance if the PSO cannot obtain a contract for quantity requirements of less than 10,000 gallons annually.

.34 Local Purchase

.341 CAG A—K. Nonmetered fuel requirements of these offices, estimated not to exceed 2,000 gallons annually may be purchased locally using local purchasing authority. For heating fuel only, the dollar limitation is the total price for filling the tank (not to exceed 2,000 gallons annually). Payment is made for each delivery and charged to the appropriate account identifier code (AIC) on the Postmaster's Statement of Account:

	AIC No.	
	CAG A-K	*VMF*
Heating Oil	561	565
(Gas: propane, liquid, natural)	566	570
Other heating material (wood, coal, etc.)	576	580

Note: For wood or coal, postmasters purchase and pay for locally unless annual cost is over $500 at CAGs A-J or $100 at CAGs K and L, in which cases the PDC pays.

.342 CAG L. Offices in leased facilities for which the rental agreement provides that the Postal Service pays for fuel, must certify the bill and forward to the servicing PDC for payment. The first bill certified during the fiscal year is accompanied by a copy of the current rental agreement, to establish the Postal Service's obligation for payment.

.35 Procurement through PSO

.351 Determination of Requirements. CAG A-K offices requiring nonmetered fuels for the forthcoming fiscal year that are estimated to exceed 2,000 gallons annually must submit Form 7381, *Requisition for Supplies, Services, or Equipment,* through channels to the PSO not later than May 1. The request must indicate:

a. The type of fuel required.

b. Size of storage tank.

c. Estimate of annual quantity.

d. Funds availability. (The funds available must be calculated using the best available estimate of the likely unit cost of the quantity of fuel required.)

.352 *Procurement Action*

a. Requirements for heating oil in quantities of 10,000 gallons or more annually, are procured by issuance of a BPA against a DFSC contract, if available (see 542.36).

b. The PSO procures directly: (1) requirements for heating oil in quantities of less than 10,000 gallons annually, (2) requirements in any quantity if no DFSC contract is available, and (3) requirements for any other type of nonmetered heating fuel in excess of the amounts authorized for local purchase. The PSO solicits quotations for the fuel requirement and issues a BPA on Form 7334, *Order-Invoice-Voucher*, to the successful vendor.

c. Annotate "Nonmetered Heating Fuel" in the Schedule block of Form 7334. Code the *Account (48-52)* block of Form 7334 with one of the following accounts:

54142–Oil.
54143–Gas. (Includes propane and liquid gas.)
54144–Wood, coal, and related freight costs. (Includes steam for heating.)

d. Indicate on the BPA that calls may be issued by the postal facility involved and that the bill (invoice) is to be submitted to the consignee. List the name of individuals authorized to place calls, stating that each individual is authorized to place calls up to the maximum storage capacity for the fuel tank. The tank capacity must also be stated. Furnish a copy of the Form 7334 to each consignee post office with instructions for placing periodic orders and for certification of delivery tickets. Furnish copy 3 of Form 7334 to the Accounts Payable Branch of the servicing PDC.

.353 *Action by Consignee*

a. The consignee postal facility places delivery orders in accordance with PSO instructions and local requirements. As deliveries are made, the installation head (or a designated supervisor) checks the delivery ticket to verify correctness of quantity, unit price, and total price. The ticket is then annotated with the following certification on it:

I certify that the fuel as indicated on this delivery ticket was delivered and placed into use at this facility and payment is authorized.

Signature/Title/Date

Postal Facility Name Finance No.

7334 BPA Number

Upon receipt of billing from vendor, staple related delivery tickets to the invoice. Verify totals on delivery ticket to the invoice and forward to the servicing PDC (Accounts Payable Branch) for payment.

b. There may be contractors who use the delivery ticket as their invoice. Under these circumstances, place the following statement on the delivery ticket being certified and forward to the PDC for payment:

> "This document serves as this contractor's invoice and delivery ticket—no further billing will be presented."

c. Request PSO assistance in resolving questions about prices or quantities billed which cannot be resolved with the vendor.

d. On the last Friday of each accounting period, submit completed Form 840, *Report of Unbilled Delivery Tickets*, whenever there are any unbilled tickets on hand. Contact the vendor regarding any overdue invoices.

.354 Economic Price Adjustments. BPAs, other than those issued under DFSC contracts, may provide for economic price adjustments during the contract term. If the BPA contains a price adjustment clause, all price adjustment invoices are sent to the PSO. A price adjustment invoice is a separate bill issued by the vendor to adjust a previously issued invoice due to a change in the rate of fuel. The PSO researches and validates that a change in rate is in accordance with the contract. The PSO certifies invoices with upward price adjustments, if proper, and forwards to the PDC for payment, clearly marking each invoice *Price Adjustment*. If a downward price adjustment reflects a credit due, the PSO requests a refund (payable to Disbursing Officer—USPS) from the contractor. Checks received are forwarded to the PDC, which credits amounts of $50 or more to the postal installation's budget, and amounts of less than $50 to account 44030, using finance number 10-4390 for current fiscal year refunds and finance number 10-4380 for period fiscal year refunds.

.36 Procurement of Fuel Oil over 10,000 Gallons through DFSC

.361 Requirements. The annual use request (DFSC Requirement Work Sheet) is sent to the servicing PSO by the General Manager, Procurement Division, as soon as it is received from the Defense Fuel Supply Center. The PSO Manager distributes all three copies to the local users, who must:

a. Check all data, including address, and make necessary corrections.

b. Enter their requirement on all three copies (corrections must appear on all three copies).

c. Retain one copy and forward the original plus the other copy to the PSO within three working days.

d. Prepare a separate Form 7381 for each line item using an estimated price, and forward it through channels to the PSO. List persons authorized to make calls. State the call limitation, expressed in gallons (not dollar cost), at the maximum tank storage capacity.

e. The PSO collects the Requirements Work Sheet, checks to see that instructions were followed, and forwards the original to the General Manager, Procurement Division, for review and forwarding.

f. The General Manager, Procurement Division, forwards each original to Defense Fuel Supply Center, Cameron Station, VA.

.362 Basic Pricing Agreement

a. Upon receipt of the contract bulletin from DFSC, the PSO manager issues a BPA, in accordance with the terms of the DFSC contract bulletin and PCM 6-112. Calls are placed to use the maximum economic delivery capacity. The call limitation of PCM 6-112.7(b)(iv) is not applicable (see 542.361 d.)

b. A separate BPA must be written for each line item. Insert 54142 in the Acct. (48-52) block of the Form 7334. Annotate *Nonmetered Heating Fuel* in the Schedule block of Form 7334. State on the BPA that contractor is to send invoice direct to the consignee. Also state that all price adjustment invoices submitted by the contractor must show the DFSC supplement number, DFSC contract number, BPA number, original invoice number, total gallons, original price per gallon, new price per gallon, and the additional amount being invoiced. These adjustment invoices are sent to the servicing PDC. Include instructions that the contractor forward a copy of the DFSC price change authorization with the first invoice at the new price.

c. The PSO makes arrangements with the contractor to ensure that authorized personnel can obtain product delivery by placing a telephone call against the BPA. These arrangements may include written confirmation of the telephone call. The DFSC contract requires 48 hours notification prior to delivery.

d. The vendor's delivery receipt, certified by the responsible local supervisor, is the proof of delivery document, and must be forwarded to the servicing PDC (Accounts Payable Branch) immediately upon receipt of the appropriate invoice.

e. If the line item is shown as *pending* in the DFSC contract bulletin, requirements must be purchased locally, using the procedures of 542.34, until

DFSC can place a contract. When the supplement is received from DFSC showing the new contract, a request for downward modification must be submitted by the PSO to DFSC if more than 10% of the original requirement has been purchased locally during the interim. The servicing PDC must be notified that the local BPA will no longer be used.

f. Following the last delivery of the DFSC BPA contract year, copy six of Form 7334 must be submitted by the PSO to the PDC, stating the total number of gallons purchased.

.363 Local Using Personnel

a. When the PSO issues a BPA against the DFSC contract, local using personnel set up a file for the Form 7334 copy and the copy of the Requirements Work Sheet. (This eventually becomes the new BPA file.)

b. Each time a product is ordered, the authorized person enters on the call register:

(1) Call number.
(2) Date of call.
(3) Name of caller.
(4) Name of person taking the order.
(5) Follow-up written confirmation, if required.

c. Upon completion of delivery:

(1) Certify the delivery ticket (by responsible supervisor).
(2) Enter date of delivery, delivery ticket number, and number of gallons delivered on the call register.
(3) Transmit the certified delivery ticket with appropriate invoice to the PDC Accounts Payable Section.
(4) Forward a current copy of the call register to reach the PSO not later than the Wednesday after the close of the accounting period.
(5) Prepare Form 840 on the last Friday of the accounting period if necessary.

.364 Estimate. DFSC contracts allow for an overdraft or underdraft of 10% or 50,000 gallons, whichever is less. After the contract has been in force eight accounting periods, make a new estimate based on use and, if necessary, request a modification upward or downward through the PSO. A modification upward must be requested before the limits are exceeded. After receipt of modification letter from DFSC, the PSO prepares a modification to the BPA and a copy is sent to the PDC (Accounts Payable Branch).

.37 Postal Data Center Action

.371 Compare the delivery tickets to the invoice for gallons delivered, to ensure both documents show same quantity. If discrepancy is found, return to PSO.

.372 Verify that cost is in agreement with the price in the DFSC contract bulletin. If invoice is greater than the DFSC bulletin price, pay the bulletin price. Post on the nonmetered fuel control worksheet the gallons, date of invoice, invoice number, and amount paid.

.373 Make prompt payment to contractors, ensuring all applicable discounts earned are taken.

.374 Price Adjustments

a. Upon receipt of the price adjustment from DFSC, the PDC posts and maintains the price changes current so that the prices may be verified prior to payment. Modifications to the BPA are not required as the BPA contains, by reference, an escalation clause for price changes as part of the basic contract.

b. Check the price adjustment invoice against the PDC copy of the DFSC contract price, and if it is in agreement with latest schedules and payment control records, indicate the adjustment claim is proper, and make payment.

c. If quantities submitted for payment exceed the BPA estimated gallonage, PDC requires a modification to the BPA.

.38 Storage Tank Size

A minimum transport load is 5,200 gallons. The usual commercial transport hauls 7,000 to 8,000 gallons of number 2 heating oil. When annual heating oil use is 5,200 gallons or more, a 10,000 gallon (minimum) storage tank should be provided. When annual heating oil use is less than 5,200 gallons, storage capacity should be 25% greater than estimated annual use. A desiccant filter should be provided on the tank vent to prevent moist air from entering as fuel is used. A two-stage water separating type fuel filter should be provided on the burner oil inlet. These provisions allow fuel oil to be purchased in maximum economical quantities.

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Chapter 6
Support Services

610 Research (reserved)

620 Industrial Engineering

621 Policy

It is Postal Service policy to maintain an industrial engineering capability to support management in the achievement of its service, productivity, fiscal, safety, and operational goals and to provide technical expertise for the solution of Postal Service problems.

622 Responsibilities

622.1 Office of Industrial Engineering

The Office of Industrial Engineering is responsible for:

a. Establishing Postal Service policy on productivity improvement;

b. Developing new industrial engineering programs and coordinating their implementation through regional, district, management sectional center and bulk mail organizations;

c. Developing guidelines for implementing industrial and systems engineering principles and techniques in support of operational systems; and

d. Ensuring that all such programs are properly integrated into the overall operational strategy of the Engineering and Technical Support Department.

622.2 Regions

Regional Engineering Divisions report to Regional Directors of Mail Processing and are responsible for the implementation of Headquarters industrial engineering programs and for providing technical expertise for the resolution of unique regional problems. Technical guidance and policy direction is provided by the Headquarters Office of Industrial Engineering. Regional Engineering Divisions develop industrial engineering programs for region-wide application.

622.3 Engineering Technical Units (ETUs)

Engineering Technical Units are established in postal installations and report to the facility manager. The ETUs at the Bulk Mail Centers report to the Directors of Control and Logistics. The Regional Engineering Division provides technical guidance and support.

623 Office of Industrial Engineering Functions

623.1 Operations Programs Division

.11 Operations Programs Division. Develops policy and designs industrial engineering programs in the areas which include but are not limited to employee utilization, operations research, methods, work measurement, human factors, safety, and operating data reporting systems.

.12 Methods Development Branch. Responsible for developing criteria and formulating policy for:

a. Work methods employed in all postal operations; standardizing methods and operating procedures in the Postal Service.

b. Work place design to assure motion economy and reduced fatigue.

c. Human factors to improve working conditions, reduce worker strain, and increase job satisfaction.

d. Standard data to be used in developing standard times used in the evaluation of methods, systems, and equipment.

e. Maintenance, update, and coordination of planning guidelines.

f. Work sampling to determine productive and nonproductive ratios.

g. Work measurement consistent with USPS policy.

.13 Data Management Branch. Responsible for developing criteria and formulating policy for:

a. Scheduling and staffing techniques to improve productivity by matching workhours to volume fluctuations for the direct labor work force and within administrative and indirect areas to improve the efficiency of the indirect work force.

b. Volume forecasting techniques to enable post office managers to deploy resources more accurately.

c. Operations research and related quantitative techniques for application to the design of models and simulations of postal networks.

d. Maintenance, update, and coordination of management operating data performance systems.

e. Complement control methodology support.

f. Configuration control of industrial engineering computer programs.

623.2 Engineering Systems Division

.21 Engineering Systems Division. Develops policy and designs industrial engineering programs which include but are not limited to systems, safety, equipment utilization, economic analysis, systems reliability, and performance analysis.

.22 Mechanization Utilization Branch. Develops criteria and formulates policy for:

a. Performance standards for mechanized systems.

b. Machine utilization to assure that the maximum potential is realized from postal mechanization.

c. Functional requirements for future distribution system approaches.

d. Systems design to assure the efficient integration of mechanized processes into comprehensive systems.

e. Mechanization studies and analyses to ensure timely detection and correction of production problems.

.23 Process Analysis Branch. Develops criteria and formulates policy for:

a. Standard layout practices to be employed throughout the Postal Service in design of post office workroom and administrative areas.

b. Material handling systems to assure that the most practical and efficient systems are specified and selected for installation in postal facilities.

c. Value engineering techniques in the design of mail processing and delivery systems equipment.

d. Field performance test design to provide uniform procedures for evaluating existing and proposed postal equipment.

e. Uniform methods for selecting, testing, and installing commercially available equipment for postal operations.

624 Regional Engineering Functions

624.1 Engineering Division.

Operating under national policy guidelines, the Engineering Division:

a. Conducts studies of systems, procedures, facilities, and equipment in order to develop improved methods, procedures, and techniques;

b. Provides a region-wide engineering service to all functional areas of regional management to assist in meeting productivity, service, safety, and cost reduction goals; and

c. Provides functional guidance to and reviews the progress of the Engineering Technical Units.

Each Regional Engineering Division consists of two branches which generally correspond to the two divisions in the Office of Industrial Engineering with respect to function.

624.2 Operations Programs Branch.

Responsible for planning, evaluating, scheduling, training, and overseeing regional and local implementation teams engaged in manpower scheduling, production control, volume forecasting, work measurement, and performance measurement programs. Analyzes management information systems in use and recommends improvements and modifications necessary to meet postal management requirements. Conducts studies to develop and improve methods in both mechanized and manual postal operations.

624.3 Engineering Systems Branch.

Responsible for developing facility and mechanization layouts and conducting studies and analyses of the performance, economy, and efficiency of mechanization and equipment. Evaluates processing procedures, methods, functional requirements, and economic feasibility of equipment developed at post offices. Develops and conducts regional industrial engineering programs necessary to insure proper mechanization and equipment utilization.

625 Engineering Technical Units.

The industrial engineering capability at the postal facility level resides in the Engineering Technical Unit. The Engineering Technical Unit is responsible for improving productivity and reducing costs in all functional areas of the postal facilities, stations, branches, detached units, and associate offices. Operating under the functional guidance of the Regional Engineering Division, this unit is responsible for the implementation of headquarters and regional programs and for the establishment and implementation of local programs to improve service, reduce costs, improve productivity, and assure that safety requirements are met. The local Engineering Technical Unit will design and develop the necessary industrial engineering solutions to resolve local problems.

630 Marketing, Advertising, Sales and Services

631 Policy

It is USPS policy to (a) maintain regular contact with commercial customers to generate revenues, communicate policy, resolve mailing problems, and assist mailers in mail preparation; (b) investigate higher technology and its use and research and design advanced, expedited, and regular mail services, and (c) provide support for the development and maintenance of these services, and servicing of commercial customers, through advertising, service analysis, market research, and personal selling.

632 Responsibility

632.1 General

.11 The Office of Commercial Marketing, Customer Services Department, conducts or coordinates the development of new opportunities for existing and new postal products and services for the commercial or business market, and manages sales and servicing for commercial customers.

.12 Product development includes advanced services, expedited mail services, regular mail services, and support functions such as market research, service analysis, advertising, and sales analysis.

.13 Sales includes planning, implementation, management, and measurement of products and services provided to the commercial mailing public.

.14 Service involves working with commercial customers to make effective use of mail services, improve mail preparation, and improve the mailers' operations.

.15 Field managers usually have contact with the marketing and sales functions of this office, dealing with the marketing program manager or industry sales manager who is responsible for investigating and developing service opportunities. They also are contacted through the field customer services units and the customer services representatives (CSRs). (See POM 260.)

632.2 Expedited Mail Services

The Expedited Mail Services Division develops, plans and manages market programs and serves as program manager for existing, new, or expanded services involving high speed or above-normal delivery service (Express Mail, priority mail, special delivery, and special handling) and technologically advanced services. This division is also responsible for marketing support, by developing communication programs for these services.

632.3 Regular Mail Service

The Regular Mail Services Division develops, plans, and manages market programs and serves as program manager for existing, new, or expanded regular mail services (First-Class, second-class, third-class, fourth-class and other related products). This Division is also responsible for *marketing support*, by developing communications programs for commercial customers of these services.

632.4 Advertising

The Advertising Services Branch develops and manages all programs for paid and public service advertising nationally.

632.5 Sales

The Sales Division provides national direction for selling products and services and for servicing commerical customers; develops the sales planning and evaluation systems; manages Customer Services field training and staffing activities; communicates with the field; and develops the national marketing or sales programs for products and services and industries. The division serves as program manager for existing services for First-Class, second-class, and third-class mail. It has national account responsibilities for federal government agencies.

632.6 Market Research

The Market Research and Service Analysis Branch develops and executes market research studies and service analysis tests.

633 Marketing/Sales Management

633.1 Marketing Plan

The basis for the marketing activities is the national marketing plan. The format for the plan is as follows:

- *a.* Situation Analysis
- *b.* Objective
- *c.* Strategies
    - Product
    - Price
    - Place (Distribution Channel)
    - Promotion (Advertising, Direct Mail, Sales, Publicity)
- *d.* Tactics (Detailed Action Steps)
- *e.* Measurement System
- *f.* Budget

The Director of the Office of Commercial Marketing and the Assistant Postmaster General, Customer Services Department approve all plans.

633.2 Execution of Plans

.21 Headquarters. Headquarters develops the action steps relating to the changes in the service, the price, and national advertising, promotion, and publicity. It develops literature and sales support materials for the field.

.22 Regions/Districts. Regions and districts are the administrative channel through which the national marketing programs are distributed. They are the direct support groups for the management sectional centers.

.23 Management Sectional Centers. Management sectional centers are responsible for the direct selling and servicing contact with customers. The Customer Service Representatives are the key individuals responsible for the customer contact.

.231 The Customer Service Representatives give priority to larger customers and special and/or important customers. Customers not given priority and not assigned directly to a Customer Service Representative are to be contacted by associate postmasters and delivery and station managers.

.232 Contact with customers should be, as appropriate, by letters, telephone, customer meetings, or personal visits.

.24 Basis for Market Analysis. An analysis must be prepared to justify committing major market staffing and investment to develop new services. This includes information concerning customer requirements, the technical possibilites, potential opportunities and risks. If necessary, market research should be requested to obtain information necessary for service development.

.25 Development and Testing

.251 Approval. Once a new service or modification of an existing service has been developed, it must be approved by the Operations Group before an operations or market test is considered.

.252 Marketing Test Plan. This plan should include:

a. Marketing objectives and strategy covering product definition, pricing, distribution, operation, communication, market placement, and target customers.
b. Volume and cost projections;
c. Capital requirements.

.253 Operations Test. An operation test may be conducted in a limited test area to determine the technical and operational feasibility of the new or modified service. Cost studies are conducted in support of this test.

.254 Support to Field. CSRs provide field support for these tests. Promotional materials may be developed to explain the service to potential customers. The *Postal Bulletin* is the official directive to all field personnel. The *Customer Services Communicator* is used to disseminate more detailed information to Customer Services field personnel.

.26 Test Results. The market and operations test results help determine customer acceptance and use of a service, USPS capability of providing the service, and the cost and value of the service.

.27 National Implementation. Services that are test marketed successfully are approved by management before implementation nationally.

633.3 Elements of Marketing Program Management

.31 Market Research Preliminary Review. A preliminary estimate of markets, costs, and benefits for a new mail service or expansion of a currently established mail service must be made by market research and marketing program managers before any other activity occurs. Further action beyond such preliminary estimation may begin only upon approval of the Director, Office of Commercial Marketing.

.32 Preliminary Marketing Program. A preliminary program must be developed which includes an operations plan and a marketing plan. Other needed service support should be identified, e.g., Operations, Finance, Delivery Services, Employee Relations, Labor Relations, etc.

.33 Budget and Other Resources. A budget for the development of a new or modified service must be prepared, so that a return on investment may be estimated. Resources to be considered include capital investment, promotion, training, and costs of notifying employees of the new operating procedures. Resources (equipment and employees) identified in an approved budget must be provided by field offices as requested. Training programs, however, are established by Headquarters.

.34 Program Manager. A program manager is assigned to each of the marketing programs under development by the Office of Commercial Marketing. This individual is responsible for coordinating all activities relating to the programs, both at Headquarters and in the field.

.35 Marketing and Sales Objectives. Marketing and sales objectives are stated in terms of volume, revenue, and cost contribution (as appropriate) for the first year of operation and for a 5-year projection period. These objectives are updated annually.

.36 Site Selection. Market tests are optional and, if used, may involve several test sites. Site selection for such tests depends on a number of factors, including market information, operation capabilities, and financial considerations. Cost studies are conducted in support of these tests. Local managers are responsible for assuring that procedures established for the studies are followed.

.37 Publicity. All publicity for any market test must be approved by the Public and Employee Communications Department.

.38 Rate Development. The marketing program manager develops a proposed rate structure based on marketing considerations. This structure is submitted to the Law Department and the Rates and Classification Department which determine the rate structures and procedures.

.39 Field Relationships

.391 Field managers are responsible for ensuring that all materials relating to marketing programs are at hand during test periods, and that they are read and understood by involved personnel. Local managers are responsible for ensuring that all data collection or measurement activities are performed correctly.

.392 All suggestions or requests for assistance should be sent through appropriate channels to Director, Office of Commercial Marketing, Customer Services Department, USPS Headquarters, Washington, DC. Field input concerning the operation of any new or existing program under the responsibility of this Office is encouraged.

634 Advertising Services

634.1 Policy

The Postal Service uses advertising to support programs to increase revenue and volume, improve service, and reduce operating costs. The USPS develops advertising only for an approved high priority program with an approved budget.

634.2 Responsibility

Advertising is a specialized activity, considered only for programs with a high priority. Office of Commercial Marketing is responsible for all paid and public service advertising.

634.3 Types

.31 Paid Advertising. The USPS pays for production and media time and space.

.32 Public Service Advertising. The USPS pays to produce materials. Broadcasters and publishers donate free radio and television time and print space.

634.4 Support

Questions on advertising activities and requests for advertising support should be addressed to Director, Office of Commercial Marketing, Headquarters, Washington, DC 20260. Requests for support should include all direct mail, sales literature, and product promotion programs developed by field managers.

634.5 Advertising Plan

.51 Format. Once the development of a national advertising plan is approved, the specified format for advertising is:

a. Product or service description
b. Specific objectives of program
c. Advertising strategy
d. Creative proposal
e. Media plan
f. Research plan
g. Budget

.52 Clearance and Approval

.521 Initial clearance of an advertising program is by the operating area for which the advertising will be conducted. Second level clearance is made by the Office of Commercial Marketing, with final clearance of the APMG, Customer Services.

.522 After APMG approval, a copy is sent to all Departments that would be affected by the program. *All advertising programs must be cleared with the Law Department.*

.523 Subsequent advertisements developed under an approved program also require Law Department clearance, and are sent to other Departments for clearance or information, depending on the program.

634.6 Advertising Research

Any requests for market research required to develop or evaluate advertising activities must be submitted to the Office of Commercial Marketing.

634.7 Advertising Agency Management

.71 All advertising agency assignments are approved by the Office of Commercial Marketing and assigned by the contracting office or the contracting officer's representative.

.72 Separate budgets must be established for each program so costs are accountable to each separate program budget.

.73 Quarterly reviews are scheduled so that all active programs may be monitored. The contracting agency presents their activities to Customer Services Department for a quarterly review.

635 Service Analysis

635.1 Responsibility

The Research and Analysis Branch of the Marketing Services Division develops and initiates service performance tests which monitor and analyze levels of service to the public.

635.2 Purpose

These tests provide a diagnostic evaluation of the particular area of the Postal Service being studied to point out potential problems in the collection, processing, or delivery activities involved.

635.3 Types of Service Analysis

Specific service analysis tests can encompass, but are not limited to the following:

a. End-to-end (simulated customer-to-customer) measurements using *invisible* test mail pieces and cooperating mail recipients.

b. Seeding and retrieval of highly visible pieces within the processing system.

c. Review and analysis of on-going operational programs in selected locations relating to the specific type of mail being studied.

635.4 Obtaining Service Analysis Support

.41 Initiating Formal Requests. Service analysis activities are initiated only upon formal request with transfer of necessary financial support. Requests may be initiated from field or regional units and transmitted to the appropriate Department in Headquarters for formal request to the Office of Commerical Marketing.

.42 Direct Field Requests. Direct requests from field operating units for specific local tests of service performance received by the Office of Commercial Marketing will be directed to the appropriate Headquarters Department to secure regional approval and review prior to possible initiation of a Service Analysis request.

635.5 Test Procedures

.51 Service Analysis Request. A service analysis request format, provided by the Research and Analysis Branch, must be completed and approved by the Office of Commercial Marketing before beginning test design.

.52 Formal Test Design Package. Final data requirements are incorporated into a formal test design package and submitted to the client group for review and approval before beginning any service analysis activities.

.53 Funding. The costs for service analysis activities undertaken are presented in the test design package. The requesting group provides resources by transferring budget funds to the Research and Analysis Branch.

635.6 Test Procedures and Report

.61 Authorization for Support. The requesting group obtains authorization to work directly with field operating units and functional areas within Headquarters, regions, and districts.

.62 Responsibility for Test Program. The program manager, service analysis, in the Research and Analysis Branch, is responsible for controlling active test programs.

.63 Field Cooperation. Selected test site personnel must cooperate fully with service analysis representatives.

.64 Final Report. A final formal report is issued to the requesting group on completion of data acquisition and analysis. Any subsequent distribution of the information presented in the report is the sole responsibility of the requesting group.

636 Market Research

636.1 Policy

It is USPS policy to collect market research information on a wide variety of postal and postal-related subjects. Collecting information from primary sources is a specialized activity. Market research activities may take place only after a complete problem definition statement has been developed.

636.2 Responsibility

The Research and Analysis Branch conducts market research. The design, development, and testing of research methods and associated data collection instruments or procedures relating to market research are the responsibility solely of this office.

636.3 Types

The two main types of market research used are:

a. Collection of primary information by direct interview or other methods from households, firms, or agencies; and

b. Secondary research of data or information from currently available materials.

636.4 Problem Definition Statement

This statement should include the following basic elements:

a. Purpose of research.
b. Target audience identification.
c. Nature of information required.
d. Period of data collection.
e. Other sources of information.
f. Level of analysis required.
g. Report timing and presentation.

636.5 Requests For Market Research

.51 Submission. A format for a market research request is provided by the Research and Analysis Branch, and is submitted with the request. This document must be completed and approved by the Office of Commercial Marketing before research design begins.

.52 Content. Research requests should generally be associated with formal and approved action plans, and must reflect such association in detail.

.53 Modification. Modifications to research requests should be submitted before the initiation of the study.

.54 Funding. Organizations requesting market research studies must transfer in funds required for data collection and tabulation activities. The Marketing Services Division provides an estimate of costs when the research methodology has been designed.

636.6 Report

The Marketing Services Division prepares a summary presentation and a research report when data information analysis is completed. Further distribution of this information is the responsibility of the requesting group.

640 Philatelic Marketing

641 Policy

It is USPS policy to develop, implement, maintain, and monitor programs to promote the sale and retention of stamps and allied philatelic products through merchandising, product research, sales reporting and new product development.

642 Responsibility

The Office of Consumer Marketing, Customer Services Department, develops and manages all philatelic products and promotion-related philatelic programs, and develops new markets for stamps and products.

643 Program Structure

643.1 Retail Marketing

.11 Commemorative Stamps. Commemorative stamp marketing builds awareness for new commemorative issues and encourages individuals to collect stamps. All new commemoratives are promoted in postal retail lobbies using point-of-purchase merchandising material. Selected commemoratives are used as subjects for television news features that are distributed to local television stations, and for media and print advertising. Commemorative stamp retention revenue is projected from scheduled retention surveys and special research studies.

.12 Philatelic Merchandising. Philatelic merchandising is the management of activities for developing and selling the philatelic product line at retail postal facilities designated as Stamp Collecting Centers. These activities include development of:

a. Point-of-purchase display materials;

b. Seasonal advertising and merchandising;

c. New philatelic products;

d. Methods to expand retail business opportunities;

e. Lobby promotion events designed to increase short-term sales of specific philatelic products and;

f. Beginning in FY 1983, two methods will be used to monitor philatelic products sales, inventory, and performance:

(1) One system, which uses the quarterly Form 1079 (*Philatelic Product Sales and Physical Inventory Recap*), will be maintained to provide detailed inventory information on each philatelic product.

(2) In addition, a SOARS (Sales Objective Achievement and Reporting System) report will be prepared each accounting period based upon data supplied by each postal retail facility on their Form 1412A/Daily Financial Report. This report will compare on an annual accumulative basis (or year-to-date), philatelic product revenues against the sales objective, and against the same reporting period from the previous fiscal year. The report will provide summarized information by MSC, District and Region.

.13 Education and Field Support. The education and field support area manages the Benjamin Franklin Stamp Club organization activities and the maintenance and continuity for the stamp clubs.

.14 Philatelic Centers. The philatelic center program involves a network of designated special sales facilities (308 in March 1982) which are established in postal retail facilities. These outlets, or Philatelic Centers, accommodate the unique requirements of the approximately 20 million U.S. stamp collecting customers, and provide a high-quality, personalized service to this expanding market. Outlets are located in major post offices and range from a self-contained facility or retail area in or near the customer lobby, to a window clerk position designated to operate as a philatelic center. Each designated facility offers the same specialized products and services and is identifiable by the special signage and merchandising displays. Operational guidelines and establishment criteria for Philatelic Centers are found in Handbook PO 201, *Philatelic Center Operations Guide.*

643.2 Direct and International Marketing

.21 Mail Order Marketing. The Philatelic Sales Division, a Headquarters-related field unit in the Consumer Marketing Office, fulfills mail order requests and subscriptions for stamps and philatelic products, and provides cancellation services for philatelists and philatelic dealers. (See POM 243.4).

.22 Subscriptions. Subscription marketing is the sale of stamps or philatelic products by automatic, scheduled distribution to customers. Souvenir Pages (announcements of issues with stamps applied and canceled with First Day of Issue cancellation) and Commemorative Panels are available through subscription programs.

.23 International. International marketing consists of:

a. Participating in international philatelic exhibitions, where the USPS offers mint stamps and philatelic products for sale to foreign customers who attend these exhibitions, and

b. Establishing and managing USPS marketing representatives in foreign countries to sell USPS stamps and philatelic products to customers in those countries.

Chapter 7
Procurement and Supply

710 Procurement

711 General

711.1 Policy

Publication 41, *Postal Contracting Manual* (PCM), establishes uniform policies and procedures for the procurement of facilities, equipment, supplies, and services under the authority of Chapter 4, Title 39, U.S. Code; and mail transportation services by contract under Part 5, Title 39, USC. The PCM is issued and maintained by the Assistant Postmaster General, Procurement and Supply Department.

711.2 Application

.21 The PCM applies to all purchases and contracts made by the Postal Service for the procurement of facilities, equipment, supplies, or services unless otherwise specified. *Exceptions:*

a. Official travel procured with U.S. Government Transportation Requests must be in accordance with specific regulations and instructions issued by the APMG, Finance Department.

b. Application to leases of real property is only to the extent stated specifically in the PCM.

.22 Approved changes to the PCM are published and distributed to all holders. PCMs are available for reference at Procurement Services Offices.

711.3 Responsibility

.31 National

See 114.13 for overall procurement authority at Headquarters. Responsibilities are also detailed in PCM 1–4.

.32 Local Procurement Authority

.321 Delegations of local purchasing authority are specified below. This authority must not be redelegated below the position listed. Refer to Handbooks F–1 and F–19 for fiscal policies and procedures concerning cash fixed credit and imprest funds. Redelegation by Regional Postmasters General is not required.

Official	*Dollar limitation per transaction*
District Managers	$2,500.00
Regional Chief Postal Inspectors	2,500.00
MSC Managers (regardless of CAG Classification), or organizational equivalent	1,500.00
Postmasters	
CAG B thru G	750.00
CAG H and J	250.00
CAG K	100.00
CAG L	None
Managers, Bulk Mail Centers	750.00
Managers, Fleet Operations	750.00
Managers, Vehicle Maintenance Facilities	750.00
Manager, Mail Equipment Shops	750.00
Directors, Postal Data Centers	750.00
Directors, Automatic Data Processing Centers	750.00
Director, Maintenance Technical Support Center	750.00

.322 Local purchasing authority must not be used to circumvent requirements set out in the PCM: *a.* to obtain capital equipment; *b.* to obtain items available from supply centers; *c.* to fill requirements for supplies or services of a continuing nature such that another method of procurement (e.g., a Basic Pricing Agreement) would be more economical, or *d.* where sound fiscal management principles make another form of procurement more advantageous to the Postal Service.

.323 Local purchases may be made only by authorized delegated employees and only at the most reasonable prices available. Purchases in excess of $1,000 require a record of a reasonable number of quotations from the local trading area. Purchases over $15 must be supported by a document itemizing the purchase. Cash payment requires a signed receipt from the vendor to acknowledge payment. Payments may include delivery/freight charges $50 or less.

.324 Postmasters' functional responsibilities for procurement of supplies, services, and equipment are outlined in this subchapter.

712 Procedures

712.1 General

.11 The procurement of supplies, repair parts, vehicle parts, services, and equipment has been centralized into Procurement Services Offices (PSOs) throughout the Postal Service. Authorities for procurement, warehousing, and safeguarding postal supplies and property are detailed in the PCM, Handbook AS–701, *Supply Management*, and Handbook F–26.

.12 Postmasters should determine which PSO has procurement responsibility for their facility and become familiar with the services provided by that office. Certain functions continue to be the responsibility of postmasters, who should know the limits of their authority. Any questions concerning this authority should be referred to the appropriate PSO. See Handbook AS–703, *Field Guide to Purchasing and Requisitioning*, for information needed to obtain supplies and services.

712.2 Services

.21 Description. Service requirements normally include activities related to maintenance of equipment within the facility and to general cleanliness and upkeep, and those necessary to maintain postal operations. Examples of such services include, but are not limited to, food service, cleaning, elevator maintenance, trash removal, pest control, and water treatment.

.22 Requirements. The PSO must receive a requirement for service in sufficient time to permit the orderly processing of a solicitation and subsequent contract award. Generally, it requires at least 90 calendar days from the receipt of a requirement to the award of a contract. Each requiring office must assure that the PSO received the requirements in sufficient time. To initiate the procurement process, the following are necessary:

a. Form 7381, *Requisition for Supplies, Services, or Equipment*, with detailed specifications for the required services, and

b. A recommendation as to prospective qualified bidders who are capable of performing the required services.

.23 Emergencies. When emergency situations arise, postmasters should contact their MSC and coordinate emergency procurement actions with the PSO.

.31 Common Items. Sectional centers and other post offices in CAG A-D will order their normal operating supplies of common items directly from General Services Administration (GSA) under provisions of the Federal Standard Requisitioning and Issue Procedures (FEDSTRIP). (See 723.23.) Regions which have implemented and computerized FEDSTRIP procedures are exempt from the FEDSTRIP instructions. Local regional instructions prevail.

.32 Unique USPS Items. All post offices will requisition unique USPS supply items and USPS forms, labels, signs, notices, tags, and posters from their supporting area supply center during established requisitioning cycles. (See 723.22.)

713 Fuels and Utilities

713.1 Metered

Postmasters in CAG A–L post offices pay metered fuel and utility bills as local payments.

713.2 Nonmetered Heating Fuel and Utilities (See 542)

713.3 Bulk Vehicle Fuel

.31 Procurement Support

By joint Interagency Agreement the Defense Fuel Supply Center (DFSC), Defense Logistics Agency (DLA), furnishes procurement support to the Postal Service for federal/military specification products (this includes gasoline, fuel oil, kerosene, solvents, lubricating oils, greases, and gear lubricants). These products are received into inventory and are subsequently charged to the proper expense account as products are consumed. This is necessary for the development of an accurate cost for various cost groups of vehicles.

.32 Basic Pricing Agreement.

Section 6–112 of Pub. 41, *Postal Contracting Manual* (PCM), authorizes the use of Basic Pricing Agreements (BPAs) for the purchase of repetitive requirements on a charge account basis. The DLA and the USPS agreed to use BPAs to order bulk fuel at each postal facility. In the event of any contractual problems (vendor default, wrong product, etc.) the DFSC contracting officer is the only person authorized to negotiate with the contractor.

The order limitation of PCM 6–112.7B (iv) is not applicable. Orders are authorized at the maximum tank capacity (specified in gallons, not dollars) that is listed on the applicable *DSFC Contract Bulletin* for the installation.

.33 Limitations

.331 Quantity The USPS and DSFC have agreed that it is mutually beneficial for the USPS to procure annual requirements of less than 10,000 gallons locally. Those annual requirements which exceed 10,000 gallons must be submitted to DSFC for procurement.

.332 Vehicle Fuel

a. Gasoline
In compliance with Executive Order 12261, DFSC solicits either gasohol (product code 25) or unleaded regular (product code 29). If the price of gasohol is equal to or less than that of unleaded regular, the contract must be awarded for gasohol.

DFSC recommends at least one fill per month when using gasohol. If anticipated use of fuel is 8,000 gallons or less per month specify unleaded gasoline, product 29. The annual use would be 96,000 gallons or less. If anticipated use is 8,001 gallons or more per month, specify either gasohol, product 25, or unleaded gasoline, product 29. All gasoline powered postal vehicles may be operated with gasohol as a fuel.

Leaded gasoline *must not* be used as postal vehicle fuel.

b. Diesel

Number 2 diesel, product 34, must be specified.

.333 Support DSFC provides assistance, in case of an emergency, for annual requirements of less than 10,000 gallons.

.34 Procedure

.341 Vehicle Maintenance Facility (VMF) Personnel

a. The *Requirements Work Sheet* is supplied each year by DFSC through regional procurement channels. The local managers of Fleet Operations must enter the annual requirements for facilities under their control. The quantity must be stated within ±10 percent. *The Requirement Work Sheet* is returned through the Manager, Procurement Services Office (PSO) to the regional Procurement and Supply Management Branch.

b. The *Requirements Work Sheet* becomes the authorized request for procurement action. When the PSO is notified by DFSC of the contract status, the PSO issues a separate BPA for each line item awarded. If the item is pending, the PSO obtains an interim fuel supply through the local procurement procedure and issues a BPA for the interim period. The *Requirements Work Sheet* and the DFSC "Pending Notice" are authorization for this action.

Nine months after the requirement date, the Manager, Fleet Operations confirms the quantity used to the PSO. If the consumption for the requirement period is not within ±10 percent of that requested on the *Requirement Work Sheet*, a written request must be submitted to the PSO for an upward adjustment or decreased quantity, as necessary.

c. Each time a product is ordered, the VMF person authorized enters the required information on Form 4626, *Vehicle Fuel and Motor Oil Purchase Record*, as instructed on the reverse of the form.

(*1*) Use each form until all lines are filled or until the end of the fiscal year. Number sheets consecutively.

(*2*) At the close out of each accounting period (A/P), draw a heavy black line across the full width of the sheet under the last entry for the A/P.

(3) Send either a carbon or photocopy of this form showing all entries of the A/P to the Manager, Procurement Services Office, at the end of each A/P.

d. Each Delivery Ticket/Invoice must be:

(*1*) Certified by a supervisor that quantity and product are correct.

The gross and net gallonage, the initial and corrected API gravity and the temperature at which the product was measured must be indicated on the shipping document accompanying the delivery, except when loading is accomplished by a temperature compensating meter; then, the shipping documents must be annotated with the gravity group, net quantity, and a statement that temperature compensating meters were used to determine quantity.

(*2*) Identified by the *Order Number and Basic Pricing Agreement* (BPA) number on the face.

(*3*) Forwarded to the respective Postal Data Center (PDC) Accounts Payable Section no later than the next work day by attaching a Form 4509, *VMF Inventory Purchase*.

(*a*) Prepare a *separate* Form 4509 for each Delivery/Ticket Invoice for bulk deliveries of:

gasoline—1190,
motor oil—1191,
diesel fuel—1193,
gasohol—1194.

(*b*) Complete the Form 4509, as follows:

Date—Transmittal date.

Type—Check Purchase Order, or BPA as applicable.

No.—the 13 digits of a one-time Purchase Order or BPA number.

Contractor—name of supplier.

Delivery Ticket/Invoice Number— Contractor's Identification Number.

Amount—Total dollar amount.

Printed Name and Title—Full name and title of supervisor signing the form.

Signature—Supervisor's official signature.

Vehicle Maintenance Facility—City, state, and finance number of the VMF or the location receiving delivery.

Gals./Qts. (21-26)—Insert the 6 digits in *gallons* for fuel or *quarts* for motor oil. If the amount is less than 6 digits, e.g., 9,000 gallons, insert the appropriate number of zeros before the first digit to complete the 6 digits, i.e., "*00* 9000."

Tank No. (27-28) — Enter the appropriate tank number from the Form 4626.

Control No. (53-55)—Enter the 3-digit order number from the Form 4526.

e. Maintain a separate file folder for each BPA.

.342 Procurement Personnel

a. Basic Pricing Agreements (BPA)

The completed *Requirements Work Sheet* is the authority to issue a BPA when the DFSC contract is received. If the item is pending in the new contract bulletin, issue a BPA using local procurement procedures for interim requirements. Use the DFSC product specifications.

The order limitation in PCM 6-112.7b(iv) is not applicable. Orders are placed in order to make the most economical delivery use of the capacity of the bulk-storage tank. Separate BPAs are issued for each line item in accordance with terms of the *DSFC Contract Bulletin* and PCM 6-112.

b. Coding Form 7334, Order-Invoice-Voucher

(*1*) Bulk petroleum products are charged to the budgetary finance number.

(*2*) Block *FAC* is coded "V" denoting vehicles.

(*3*) Block *F/ACT* is coded

1190—gasoline

1191—engine oil

1192—automatic transmission oil, differential grease, chassis lube, etc.

1193—diesel fuel

1194—gasohol

c. Delivery Orders

(*1*) Individual order authorization is established at the maximum tank capacity (specified in gallons, not dollars) that is listed within the applicable *DFSC Contract Bulletin* for the installation.

(*2*) The vendor's *signed* delivery receipt is the proof-of-delivery document. Any deviation, such as a vendor's request for a written delivery order, must be handled as an exception.

.343 Postal Data Center Action

a. Compare the Delivery Tickets received from the using facility against the invoice received from the contractor. If there is a gallonage discrepancy due to use of a non-temperature compensating meter, verify the net gallonage utilizing Table 6—Petroleum Measurement Table—as published by the American Society for Testing Materials.

b. Verify current escalated or reduced price from the DFSC "price change notice." If the invoice price is greater than the last DFSC authorized price, pay the last authorized price and notify the contractor to furnish a copy of the DFSC "price change authorization."

c. Make timely payment to contractors insuring that all applicable discounts are earned and taken.

d. Immediately post the current price upon receipt of the DFSC "price change notice" in order to verify the invoice price before payment.

e. Modifications to the BPA for price changes are not required as the BPA contains the escalation clause of the basic DFSC contract by reference.

714 Equipment

All post offices will requisition USPS equipment and furniture from their supporting PSO on Form 7381 (see 723.223). Requisitioning lead time varies greatly, depending on the source of the equipment. Requisitioners must ensure that the requiring element plans for its needs so that requisitions are submitted in sufficient time to meet delivery requirements.

715 Property

715.1 General. All postmasters must ensure that adequate safeguards are established to prevent loss, damage, or theft of USPS property.

715.2 Capital Property

Capital property is accounted for, and transfers and disposals are reported to the St. Louis PDC according to established accounting procedures. (See Handbook F-26.)

715.3 Noncapital Property

Postmasters inventory, control, and account for other USPS noncapital equipment and property in accordance with procedures in Handbook AS-701.

715.4 Excess Property

All postmasters are responsible for establishing controls to assure:

a. That excess property is reported and transferred, and

b. That unserviceable and obsolete property is disposed of according to Handbook AS–701.

716 Support

Sectional center managers will assure that their branches, stations, and associate officers support this program according to provisions of Handbook AS–701.

717 MSC Review

MSC managers must review and coordinate requisitions and procurement requests generated by their sectional centers, associate officers, branches, and stations. The review will determine if items requested are available from serviceable excess within their areas of responsibility. If the item is unavailable, the request is referred to the PSO for action. The PSO checks on whether the item is available from excess in other sectional centers in the district, before procurement from other sources.

718 Shipping and Receiving

718.1 Separation of Duties

Postmasters/managers are responsible for receipt, inspection, and acceptance of equipment and supplies shipped from area supply centers, GSA depots, or contractors. They must insure that the individual who receives equipment and supplies is not the same individual who certifies the invoice for payment.

718.2 Checking Procedures

Further, they must establish procedures and check condition and quantity of the shipments. See Handbook S-33, *Shipping and Receiving Postal Service Property*, or Handbook AS-701.

720 Supply Management

721 General

721.1 Objective

It is the objective of the Postal Service to provide supplies, equipment, and repair parts to all USPS elements at the lowest practical cost consistent with quality, service, timeliness, and reliability.

721.2 Responsibility

.21 National Program

.211 The Assistant Postmaster General, Procurement and Supply Department (P&SD), has authority and responsibility for establishment and maintenance of national supply management program and policies. These policies are implemented by this subchapter, through detailed procedures in Handbook AS–701, *Supply Management,* and through other directives of the procurement and supply organizations at Headquarters, regions, and procurement services offices (PSOs).

.212 The Director, Office of Materiel Management, P&SD, monitors the supply management program for the APMG, Procurement and Supply, and reports the status to senior level management periodically or as necessary on specific issues. Monitoring is accomplished through periodic surveys and reports and is in close coordination with regional supply management personnel.

.22 All Levels

It is the responsibility of management at all levels to take an active interest in and promote the supply management program. Technical direction and coordination of supply matters will flow from the Procurement & Supply Department through supply management channels. Functional direction of all supply matters to supply personnel is vested in the supply management officer at each level. Supply reports and inquiries flow upward from the post office or facility through supply management channels. It is the responsibility of supply personnel at all levels to ensure that managers of facilities, districts, or other postal activities, are aware of the supply situation within their area of responsibility.

721.3 Implementation

Detailed guidance and procedures necessary for implementation of the policies in this subchapter as they relate to field operations are in Handbook AS–701. Procedures for area supply center operation are developed by the respective field directors according to policies in 729.

721.4 Definitions

.41 Equipment. Any capital or noncapital property of the USPS which is not consumed in use, performs a function in its own right, and has a useful life expectancy (exclusive of component wearout) of at least 1 year. *Exception:* fixed and nonfixed mechanization equipment (centrally funded and procured) is not included in this definition.

.42 Supplies. Items with a useful life of less than 1 year, or any item which is consumed in use. *Exception:* repair and replacement components for postal equipment and mechanized systems.

.43 Repair Parts. A replaceable part, subassembly, or assembly which is stocked locally, or obtainable from local purchase or USPS supply sources, and is expected to be used for repair during the useful life of the equipment.

.44 Personal Property. All USPS property other than property related to real estate/buildings.

722 Development of Requirements

722.1 Policy

Development of requirements is a responsibility of managers at all levels. It entails the projection of needs for materials required to carry on the business of the USPS. It is a continuing function, closely interrelated with the budget process, personnel, planning, the building program, customer services and support functions, mail processing, and collection and delivery operations. Supply management personnel are responsible for consolidation and coordination of requirements of all segments. Forecasting of requirements for postal equipment, supplies, and repair parts is specified in 722.2.

722.2 Requirements Forecasting

.21 Equipment

.211 Forecast Call Package. The Headquarters Supply Branch, Office of Materiel Management, P&SD, issues an annual forecast call package for equipment and workroom furniture. Headquarters and Regional Equipment coordinators structure the call package. The forecast call package includes items procured by Headquarters, Regions, Eastern Area Supply Center (EASC), and the Procurement Services Offices.

.212 Management Sectional Center (MSC) and District Level. The MSC manager develops the forecast of requirements for postal equipment annually and forwards it through the supporting Procurement Services Office (PSO) to the district manager. The district manager and the PSO manager review, coordinate, approve, and consolidate the forecast, and forward it to the regional manager, Contracts and Supply Management Branch.

.213 Regional Level. Regional managers, Contracts and Supply Management Branch, consolidate and prepare the total regional equipment requirements forecast received from individual districts. Managers forward the consolidated forecast package to the Regional Director, Finance Department, who, in turn, forwards the forecast to the appropriate functional Regional Directors for final evaluation and approval. Regional Managers, Contracts and Supply Management Branch, forward one copy of the approved regional forecast to the Headquarters Supply Branch.

.22 Supplies and Repair Parts

Develop requirements for postal supplies and repair parts on a continuing basis, according to local consumption requirements and requisitioning lead times.

722.3 Revalidation of Requirements

.31 Headquarters equipment coordinators, Regional and EASC supply management elements will revalidate equipment requirements within the 30 day period prior to submission of the funded procurement request.

.32 Field activities preparing forecasts must ensure that their forecasts are maintained in a current status by making changes as the actual requirement for the material changes. This is necessary to avoid lengthy delay at the time of revalidation.

722.4 Consolidation of Requirements

Managers, PSOs, regional Contracts and Supply Management Branches (C&SMBs), area supply centers, and Headquarters equipment coordinators must ensure that requirements withing their individual areas of responsibility are consolidated for procurement action to obtain the benefits of quantity buys and reduce administrative effort.

722.5 Quantity Determination

.51 Factors Impacting on Quantity

Base the assessment of needs for equipment, supplies, and repair parts on past usage, the facilities program, projected mail volume (increase or decrease), program changes, and other factors affecting the activity. Because the accuracy of the requirements assessment depends on current knowledge of these factors, it is essential that management at all levels, makes this information widely available.

.52 Redistribution of Excess

Final determination of specific net requirements must consider: (a) the region's *Not In Use Inventory*, (b) excess equipment and supplies lists at individual locations, and (c) supplies and equipment in supply rooms. Regional Managers, Contracts and Supply Management Branch and PSOs are responsible for initiating redistribution of regional assets before issuing new requirements for procurement action.

.53 Lead Times

In determining quantity requirements, supply management personnel must consider administrative and production lead time. Time required from issue of requisition, through award of contract, production, and transportation to receipt of the item are determined through experience, coordination with other supply personnel, or current contracting information.

723 Acquisition

723.1 Policy

It is USPS policy to make available high usage supply items through area supply centers, GSA depots or self-service stores where available, Federal supply schedule contracts, and USPS contracts. The goal is to obtain the most advantageous price, best quality, and timely delivery to meet USPS needs. Supply management personnel are responsible for ensuring that proper procedures are followed in preparing requisitions prior to submission into the supply systems or to PSO officers for procurement action by the contracting officer.

723.2 Requisitioning

.21 General

Requisitions for equipment, supplies, and repair parts stocked at area supply centers are prepared and submitted in accordance with instructions in the appropriate procurement and supply catalogs. The procedures for Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) are detailed in Handbook AS-701.

.22 Supply Centers

.221 General. Area supply centers provide supplies, repair parts, and equipment for offices located in their geographic areas. Offices in CAG E-L, and other activities not specifically designated as authorized FEDSTRIP ordering offices, must order GSA items listed in Publication 24, *Supply Catalog*, from the supply centers. Authorized FEDSTRIP ordering offices use the GSA stores and depots as a primary source of supply for GSA items stocked at the supply centers.

.222 Requisitioning Cycles for Supplies. Requisitions for postal supply items must be submitted to the supply centers in strict accordance with established requisitioning cycles as stated in Pub. 24. Submit requisitions to facility managers or their designee for review and approval. Fill requirements at the installation from excess stocks, if available.

.223 Requisitioning Equipment. Equipment listed in Publication 47, *Equipment Catalog*, stocked at the supply centers, may be requisitioned as needed. These requisitions are not restricted to cyclical ordering, but must have regional approval. Submit all equipment requisitions through established requisitioning channels to Eastern Area Supply Center (EASC) for review and appropriate supply action.

.224 Requisitioning Repair Parts. Repair parts for postal operating equipment including vehicles are available only from the Western Area Supply Center (WASC). Publication 112, *Repair Parts Catalog* and Publications 184, *Vehicle Repair Parts Catalog*, contain complete listings of repair parts stocked at WASC. Do not obtain repair parts currently available from WASC from other sources. The only exceptions to this policy are: (a) to fill a one-time emergency requirement, and (b) to provide sufficient local operating stocks when a repair part is temporarily out of stock at the supply center.

.23 General Services Administration (GSA)

Offices with FEDSTRIP requisitioning authority (CAG A–D) obtain consumable items available from GSA directly from that agency. Equipment items available from GSA are obtained through the PSO. All other offices requisition GSA items from their area supply center. Authorized offices must keep the frequency of requisitioning to a minimum, bearing in mind that costs are incurred for preparing and processing requisitions, billing procedures, and transportation. Orders are not to be placed more frequently than quarterly unless authorized by the regional C&SMB or supporting PSO, as appropriate.

.24 Veterans Administration (VA)

The VA, under agreement with the USPS, furnishes medical supplies and equipment listed in *VA Catalog No. 3* to designated postal installations with health units. The use of this source of supply is limited to health units having a physician or registered nurse. Submit requests for VA supply support through channels to Employee Relations Department, USPS Headquarters, which will transmit the approved request to the VA Central Office for assignment of a support facility.

.25 Mail Equipment Shops

Requisition replacement locks, keys, and repair parts from the Mail Equipment Shops, 2135 Fifth Street, NE, Washington, DC 20260, as outlined in Handbook AS-701.

.26 Other Agencies

.261 Excess Property. Ocasionally, GSA and other Federal agencies have excess property available for acquisition. Items available from other agencies are subject to reimbursement at fair market value unless the Director of the Office of Management and Budget sanctions a different basis of valuation. The fair market value is established by the agency having the excess property.

.262 New Property. The Defense Logistics Agency has a civil agency support function that provides the procedures for obtaining new property from other agencies that may be of use to the USPS. In order to obtain these items from other government agencies, request assistance, through channels, from the Office of Material Management, P&SD, at Headquarters.

724 Receiving, Storing, and Issuing

724.1 Policy

.11 Responsibility

The APMG, Procurement and Supply, is responsible for the development and implementation of policies and procedures required for storage of all equipment, repair parts, and supplies throughout the Postal Service. This responsibility is exercised through supply management channels. Implementation and administration of these policies and procedures are the responsibility of the facility manager. Managers at all levels must establish procedures to control and account for equipment, supplies and repair parts. Procedures must reflect a separation of duties, e.g., personnel that receive/issue are not the same ones who certify invoices for payment or certify the inventory count.

.12 Examination and Inspection

All USPS-owned or furnished property under the custody or control of the Postal Service, including that individually assigned to postal personnel, is for official use only. This property, and its contents, are at all times subject to examination and inspection by duly authorized postal officials in the discharge of their official duties. The Chief Postal Inspector, officers and heads of installations, and their designated representatives, are authorized to examine and inspect, as their duties may require, such USPS-owned or furnished property and its contents.

.13 Centralization of Supply Facilities

To the extent that space and local conditions permit, establish central supply rooms at postal facilities to store common use supplies, forms, and parts authorized for local inventory. When the establishment of a central supply room is impractical, control supplies centrally to prevent over-ordering and fragmentation of available supplies. Locate parts rooms to provide a readily available source of parts to the maintenance activity supported. Store equipment that is not installed or not in regular use at selected points which will provide maximum control and security. The PSO manager controls this equipment and maintains inventory control in accordance with 727.4.

.14 Duplication of Functions

Installations must not establish supply distribution functions that parallel or duplicate the role of the supply center; that is, receiving, storing, and shipping supplies for other installations, except as outlined in Handbook AS-701 and approved by the district manager. Regional emergency spare parts centers established by agreement of Headquarters and regional maintenance management organizations are excluded from this prohibition.

724.2 Supply Facilities

.21 Supply Rooms—General Postal Supplies

.211 Stocks. Supply rooms maintain stock levels of common use supplies and forms listed in Pub. 24, Pub.

22, *Forms Catalog*, and the GSA Stores Stock Catalog at the minimum level consistent with adequate support of administration and operations. (See 725.32 for stock levels.)

.212 Authority to Requisition. Issue supplies stocked in the supply room through the use of a signed written request. The supply clerk must be provided a list of persons authorized by the facility head to sign these requests.

.213 Inventory Records. Maintain records so as to effectively manage the inventory. Usage patterns can be easily determined by referring to these inventory records.

.214 Locator Systems. Employ a stock locator system in each supply room to enable employees to locate supply items without personal knowledge of the stockroom layout. This system will be commensurate with the size of the supply room and the amount of stocks to be stored. It will consist of a file of stock record or location cards either manually or mechanically prepared, depending on the equipment available. The locator system is used for all receiving, stocking, inventory, and issue activities in the supply room. Continually update locator information to insure that it is current at all times.

.215 Schedule of Hours. Supply rooms must maintain a schedule of hours during which supplies are issued. This schedule must provide time for supply room personnel to perform other functions necessary for the operation of the supply room.

.216 Emergency Issues. Establish provisions for emergency issues to insure that postal operations are not hampered by a lack of supplies.

.217 Shelf Life. Pay particular care to items which have a specific shelf life, e.g., rubber bands, ink, rubber stamps. Issue older items in this category first to avoid spoilage or deterioration.

.22 Supply rooms—Repair Parts

.221 Inventory Records. Maintain records to effectively manage the inventory. Stocks on hand and usage patterns can be easily determined by referring to these inventory records. Maintain inventory levels in accordance with 725.33.

.222 Primary Source. Order all repair parts that are available through WASC from WASC, per instructions in Pub. 112 (for mail processing and customer services equipment) or Pub. 184 (for motor vehicles).

.223 Record of Issue and Use. Except for certain commonly used, inexpensive items, every item issued must be charged to a specific work order or route sheet, or to a shop function, e.g., general repair shop, custodial, etc. Items will be issued and returned by a signed request from the mechanic.

.224 Locator System. See 724.214.

.225 Schedule of Hours. Parts rooms will maintain a schedule of hours consistent with support of operations in the facility. Establish provisions for emergency withdrawals during non-operating hours to ensure that postal equipment will not be inoperative because of unavailability of parts.

.226 Shelf Life. See 724.217.

.23 Equipment Storage Areas

.231 Safeguarding of Equipment. Equipment held by a postal facility for future use or installation should be stored so as to provide adequate safeguards from theft, damage, or other loss. The facility manager or other person responsible for the building in which the equipment is stored is responsible for providing the safeguards. To the extend practical, store equipment at selected sites to provide maximum control.

.232 Control. Supply personnel will account for and control equipment stored in these areas. Transfer equipment required by operating elements for permanent use or installation to that organization, and report as required. Equipment required by operating elements on other than a permanent basis will be issued for temporary use and returned to storage as soon as the equipment is taken out of service. Equipment will not be placed in, or removed from, the storage area without approval of the person responsible for the area.

.233 Classification. Do not place equipment in storage without first determining its serviceability. Determine serviceability in accordance with guidance by the Headquarters department with primary responsibility for the operation and function of equipment in the field, here referred to as the office of primary responsibility (OPR). Store serviceable equipment separately from unserviceable equipment. Repair unserviceable equipment that can be restored as soon as possible. Dispose of unserviceable equipment that cannot be economically restored in accordance with 728. Do not place unserviceable equipment in storage.

.234 Inventory. Maintain an inventory of all equipment stored at each facility in accordance with 725.5. Include all items at the facility. Identify serviceable and unserviceable (but repairable) equipment separately. Use a locator system to assist in storing and issuing equipment.

724.3 Care of Supplies and Hazardous Commodities

.31 Care and Preservation of Supplies

The preservation of most items is dependent upon proper storage and turn-over. Protect supplies and equipment against deterioration from temperature extremes, humidity, dust, insect pests, and other natural phenomena. Conduct periodic inspections to detect deterioration and to insure that proper care and preservation practices are being enforced.

.32 Storage of Hazardous Commodities

Hazardous commodities require special storage and handling. The items in this category include grease, paints, oils, thinners, kerosene, and other flammable liquids. Make adequate provisions to store these items in accordance with OSHA standards and regional safety instructions.

724.4 Security, Housekeeping, and Fire Protection

Enforcement of good security, housekeeping, and fire protection practices is a recognized prerequisite to an efficient and economical operation. All supply operations should follow safety instructions in Personnel Handbook P–13, *Supervisor's Safety Handbook.*

724.5 Safety Practices

.51 Program

A program for the safety and health of personnel and the prevention of property loss and damage is one of the prerequisites of sound and efficient warehouse and supply room management.

.52 Responsibility

A safety program must be developed and have backing at all supervisory levels to control hazardous acts and to eliminate unsafe conditions. The objective of the program is to locate and correct unsafe conditions and identify unsafe acts before they result in accidents.

.53 Guidance in Development of Safety Program

See subchapters 810–856 of the *Employee and Labor Relations Manual*, Handbook P–13 and current Management Instructions relative to safety and health.

725 Inventory Control

725.1 Policy

The APMG, Procurement and Supply, is responsible for the establishment of control procedures for inventory quantities of all items of postal property supplies and repair parts throughout the Postal Service. In accordance with this policy, P&SD sets authorized stockage limitations for supplies and repair parts and monitors the development of authorized allowance quantities of postal property items, in coordination with OPRs for the various postal functions.

725.2 General Procedures

.21 Inventory and Accountability

These procedures involve all aspects of supply management dealing with custodial accountability for postal property, supply, and repair parts inventories and for maintaining records of *in use* and stores stockage inventory quantity balances. Facility managers must inventory these property and supply assets in accordance with 725.5.

.22 Control of Issues

To ensure equitable, economical, and timely distribution of postal property, supplies, and repair parts stored and issued by EASC and WASC, procedures are established for maintaining control over their issuance, incorporating a system of requisitioning and back order management.

.23 Review of Field Activities

The Director, Office of Materiel Management, P&SD, and regional General Managers, Procurement Division, are responsible for surveying all postal field activities as they relate to postal property, supply, and inventory control functions.

725.3 Stock Levels

.31 General

Postal activities must maintain stock levels of supplies and repair parts in accordance with the following procedures.

.32 Supplies

The maximum quantity which should be on hand at any Postal Facility must not exceed 3 months plus 2 months safety level.

.33 Repair Parts

.331 Authorized Stock Levels. Plant maintenance offices and vehicle maintenance facilities maintain inventory levels in accordance with instructions in repair parts catalogs, Handbooks M–52, *Fleet Management*, MS–63, *Maintenance Management Class A offices* and MS–65, *Maintenance Management Class B offices*. BMCs maintain inventory levels as directed by appropriate authority.

.332 Exception. The only exceptions to the maximum established stock levels for repair parts are insurance items (those components, subassemblies, or assemblies that are not normally considered to be wearable but are stocked as insurance against a lengthy shutdown of equipment).

725.4 Recording and Accountability

Each postal facility responsible for requisitioning equipment, supplies, and repair parts maintains an inventory of this property until consumed or other disposition is made.

725.5 Inventorying

.51 Frequencies and References

Each postal facility where equipment is in use, or where postal equipment, supplies, and repair parts are stored and issued, must inventory according to the references in Exhibit 725.51.

.52 Method

The facility manager personally certifies the inventoried quantity of postal equipment in use, and postal equipment, supplies, and repair parts in storage. Make these physical inventories either on a line item-by-item continuous basis or in a single period during the inventory periods specified, unless the reference indicates otherwise.

Facility	Items Inventoried	Frequency or Reference
Vehicle Maintenance Facilities	Parts & supplies	Handbook M–52
Plant Maintenance Offices	Parts & supplies	**Handbook MS-63 & MS-65**
Bulk Mail Centers	Parts & supplies	BMC MIS cyclical inventory schedule
Area Supply Centers	Parts & supplies	annually
	Capital equipment	annually
Mailbag Depositories	Parts & supplies	annually
Mail Equipment Shops	Parts & supplies	annually
All Field Installations	Parts & supplies (supply storerooms)	annually
	Capital equipment	every 3 years

Exhibit 725.51 Inventory Schedules

725.6 Order Quantities

.61 Order quantities for postal equipment, supplies and repair parts are limited to that quantity required to maintain stock within the limitations established by 725.3.

.62 Order quantities for insurance items are specifically prescribed in the various postal equipment, supply, and repair parts catalogs. OPRs are responsible for initiating requests for changes in these catalogs.

.63 It is the responsibility of the manager of each postal facility to insure that duplication of ordering to fill a specific requirement does not occur. If it is necessary to follow up on the status of a previously ordered item, the followup action must clearly identify the original order. If subsequent action is taken to fill a back-ordered requirement from an alternate supply source, appropriate notice must be given to the original requisition source. Postal equipment, supplies, and repair parts must not be issued for use without first recording their receipt and issuance by the postal facility.

725.7 Redistribution of Repair Parts

WASC reviews computer listings of facility inventories and redistributes repair parts to meet urgent requirements, when supply center stocks cannot meet field needs.

726 Property Control

726.1 Policy

Property control is a supply management function and provides for control over receipt, custody, use, and disposal of accountable and other postal equipment.

726.2 Responsibility

.21 Individual

It is the responsibility of every USPS employee to safeguard and maintain Postal Service property. This individual responsibility applies to property for which they have direct personal responsibility, and for all other property which they recognize as being government or USPS property.

.22 Managers and Supervisors

Custody of this property is vested in facility managers or employees designated as property officers. They must ensure that it is safeguarded from damage, loss, or theft, and that a current inventory is maintained of all property charged to their organization.

727 Excess

727.1 Policy

The policy of the USPS is to use excess serviceable property (expendable and nonexpendable) as a first source of supply to meet the needs of the Postal Service. Managers at all levels have a responsibility to ensure that funds are not expended for property if the need can reasonably be filled through the use of excess. Property not actually installed or in use will be properly stored, inventoried, and reported.

727.2 Identification

Identify all property not in use or not installed for condition and planned use. Tag this property with the appropriate tag which reflects condition, date of planned use, and availability for transfer or disposal. A review of property identified and tagged will be made by facility managers and supply management personnel, to ensure that property identified as serviceable is ready for immediate use without further repair or renovation.

727.3 Reporting

.31 Property

All postal activities must promptly report all serviceable property not installed or not in use (other than property listed in 727.32 through .38), using Form 7358, *Serviceable Property Not Installed or Not In Use Report.* The forms are sent through channels to the regional Contracts & Supply Management Branch for review and forwarding to WASC's Data Automation Division to produce the various computer listings. (See 727.5).

.32 Repair Parts

Excess repair parts obtained from WASC are reported by memorandum to WASC. The list must include the description, National Stock Number (NSN), OEM Part Number, and quantity for each item. Only serviceable parts suitable for immediate reissue are reported (see Pubs. 112 and 184). The supply center will provide disposition instructions.

.33 Supply Center Items

Report items and forms originally obtained on Form 7380, *Supply Center Requisition,* from area supply centers to the appropriate supply center by memorandum. Report must include identifying number, description, and quantity. Report only serviceable items suitable for immediate reissue (See Pubs. 22 and 24). The supply centers will provide disposition instructions.

.34 GSA Items

Report items obtained directly from GSA depots by FEDSTRIP requisition to the PSO manager by memorandum. PSOs should refer to the GSA supply catalog for procedures if supplies cannot be redistributed locally.

.35 Motor Vehicles

Report by memorandum through channels to the regional Vehicle Services Branch Manager.

.36 Data Automation Equipment

Report by memorandum through channels to the APMG, Management Information Systems Department.

.37 Inspection Service Items

Report by memorandum, through channels, to the Chief Postal Inspector, Washington, DC 20260, those items which do not lend themselves to reporting on Form 7358 (e.g., J & O keys, surveillance equipment, or other items peculiar to Inspection Service use only).

.38 Self-Service Equipment

Report by Form 1080, *Self-Service Vending Equipment Inventory Report,* to the regional Retail Branch manager.

727.4 Responsibilities

The PSO manager is responsible for assuring that all managers at all postal facilities having serviceable property not installed or not in use:

a. Ensure timely and accurate reporting of this property.

b. Ensure that all property is tagged to indicate its status.

c. Maintain continuous followup on all tagged property to ensure proper use, transfer, or disposal of the property.

d. Establish necessary controls to ensure property accountability/responsibility for safeguarding and maintaining the property.

e. Immediately report any change in status of this property.

727.5 Property Availability Lists

.51 Preparation

WASC's Data Automation Division prepares lists from information submitted by regional Contracts and Supply Management Branches. (See 727.31.)

.52 Distribution

The Data Automation Division distributes the various lists at the end of each accounting period to: PSOs, **regional C&SMBs, and Office of Materiel Management, P&SD.** *Note:* **Lists are available in the Office of Materiel Management at any time for review by Headquarters OPRs.**

.53 Use

These lists are used by field managers and supply management personnel to return USPS property to use through redistribution. This provides needed property without additional expenditures of postal funds.

727.6 Transfer

.61 Condition

Facility managers at locations from which property is being shipped must ensure that property being transferred is in condition to be used immediately without further repair or renovation.

.62 Transportation Costs

Consider transportation costs involved in transfers of property, to be sure it is cost effective. Refer to Handbook S-33, *Shipping and Receiving Postal Service Property.*

727.7 Financial Accounting

Financial accountability must be maintained at all times in accordance with Handbook F-26, *Property Accounting.* Credit for the negotiated value of expendable equipment transferred from one facility to another may be given under certain circumstances.

727.8 Disposition

Managers should screen all unserviceable and obsolete property to ensure that action is taken to dispose of the property in accordance with 728.

728 Disposal

728.1 Policy

It is USPS policy to promptly dispose of personal property that is unserviceable, obsolete, or surplus to national needs. In determining the method(s) of disposal, responsible personnel must consider all the facts of the particular situation. This includes (but is not limited to) considering the nature, quantity, and condition of the property. All disposal actions taken must best serve the overall interest of the Postal Service.

728.2 Disposal Authorities

The authorities below authorize and issue instructions for disposal of the obsolete, unserviceable, or surplus property listed.

Item	Disposal Authority
Surplus serviceable property*	C&SMB manager, EASC and WASC field directors, PSO manager, or designee
Unserviceable or obsolete property	C&SMB manager, PSO manager, EASC and WASC field directors
Repair parts	WASC field director
Supply center items (obsolete or excess	EASC and WASC field directors
Motor vehicles	Regional vehicle services branch manager
Data automation equipment	APMG, Management Information Systems
Inspection Service items	Regional Chief Inspector, division inspector in charge, or designee
Self-service equipment	Regional retail branch manager

*Surplus serviceable property may be disposed of, provided it has been screened by all regions and no known USPS requirement for it exists.

728.3 Methods of Disposal

.31 General

Personal property may be disposed of by whichever of the following methods is in the best interest of the Postal Service:

a. Sale by postal installation.
b. Sale or other disposal by GSA.
c. Transfer to other Federal agency.
d. Donation to a state agency for surplus property.
e. Donation to a public body.
f. Donation to a nonprofit organization.
g. Destruction.
h. Trade-in.

.32 Disposal by Sale.

.321 Best Interest of USPS. When it is determined that surplus serviceable personal property items have a reasonable sales value, it is usually in the best interest of the Postal Service to dispose of the property by sale. Holding time, storage costs, and preparation for sale must be considered in this determination.

.322 Authorization. The C&SMB manager, supply center field directors, or PSO manager or their designee, may offer the property for public sale, or authorize the facility manager to do so. Exception: motor vehicle sales are handled by fleet management offices in the field and region.

.323 Methods. Postal property may be sold by auction, sealed bids, negotiation, or by spot sale, whichever is most advantageous to the Postal Service.

.324 Restriction on Purchase of USPS Property. No postal employee may purchase surplus USPS property, (including surplus vehicles), under any circumstances, or have anyone purchase or act as agent in the purchase of surplus USPS property.

.33 Transfer to Other Federal Agencies

.331 General. USPS surplus property in serviceable condition may be made available for transfer to other Federal agencies.

.332 Requests. All requests by other Federal agencies for transfer of surplus property are referred to the regional C&SMB manager or supply center field directors.

.333 Reimbursement. All transfers of surplus serviceable USPS property are made with reimbursement at fair market value, except as otherwise directed by regional C&SMB manager.

.334 Fair Market Value. Exceptions and fair market value are determined by the manager having disposal authority. (See 728.2.)

.34 Donation

First consideration in disposal of surplus USPS property is by sale, to provide revenue. If personal property is not marketable, the regional C&SMB manager, supply center field directors, PSO manager, or local authorized facility manager may offer the property for donation to non-Federal activities such as:

a. A state agency (county or city) designated eligible to receive surplus property;

b. A public body such as the District of Columbia or Commonwealth of Puerto Rico; or

c. Nonprofit organizations such as churches or orphanages.

.35 Destruction.

When transfer, sale or donation is not feasible, property is destroyed in the presence of the property officer or designee. Submit Form 969, *Disposal of Personal Property*, to relieve the organization for capital property destroyed.

728.4 Restricted Items

.41 Certain items of USPS property are restricted because of their nature and/or Postal Service identifying markings.

.42 The following items may not be transferred to another Federal agency, sold, or released outside the Postal Service:

a. Post Office Box Locks and Keys — As designated by Procurement and Supply Department.

b. Dollar Bill Validators. All models are controlled by Delivery Services Department.

c. Postage Meter Printing Heads. These are released from accountability of assigned postmasters only on written authorization of the PSO manager or C&SMB manager.

d. Money Order Machines. Report money order machines in unserviceable condition to local MSC for disposition instructions.

.43 Property permanently marked with USPS indicia or words identifying the item as USPS property, cannot be released or sold without first obliterating or removing identifying markings.

729 Area Supply Center Operation

729.1 Development of Requirements

Requirements for depot stocked supply items and repair parts are developed, respectively, by EASC and WASC field directors.

729.2 Requirements Forecasting

.21 EASC and WASC field directors establish management procedures for initial stockage and follow-on support of all depot stocked supply and repair part line items. These procedures are in coordination with Headquarters-developed automated supply management programs, and approved by the Office of Materiel Management, P&SD.

.22 WASC field director's initial stockage responsibility includes:

a. Participation in all provisioning conferences for support of new postal equipment,

b. Maintaining liaison with all Headquarters equipment maintenance activities to ascertain the level of supply support required for each item of mechanized equipment, and

c. Establishing procedures to identify repair parts resulting from new equipment acquisition and engineering changes, which are to be depot stocked and supported.

729.3 Depot Storage

.31 Stocks. Formal procedures for the storage of supply items at area supply centers are developed by respective supply center field director, using to the maximum extent the automated inventory control programs developed by USPS Headquarters.

.32 Regional and Other Property. Supplies, equipment and other property procured or otherwise obtained by the regions, Headquarters Departments or other elements of the USPS will not be shipped to the area supply centers for storage without first obtaining approval from the Supply Branch, Office of Materiel Management, P&SD.

729.4 Inventory Control

.41 General Responsibilities. The EASC field director is designated as primary depot inventory control manager for supply items. The WASC field director is designated as primary depot inventory control manager for repair parts. Each of these field directors is responsible for development and publication of related depot inventory control procedures for the area supply centers, following the automated depot supply management and inventory programs developed under the technical guidance and control of the Director, Office of Materiel Management. Program changes to all automated procurement and supply operating and management systems require authorization of the Director, Office of Materiel Management.

.42 Redistribution of Repair Parts. WASC reviews computer listings of facility inventories and redistributes repair parts to meet urgent requirements for back ordered items when supply center stocks cannot meet field needs.

.43 Funding for Repair Parts. Initial stockage of repair parts in WASC requires funding by the initiating activity. Replenishment of parts is funded by WASC.

729.5 Cataloging

.51 Identification System. The Postal Service Catalog System conforms to the Government-wide system administered by the Department of Defense and GSA. This provides the USPS a uniform system of item identification, eliminates different identifications of like items, aids in standardization, and facilitates intra and interdepartmental logistics support.

.52 Item Numbers. WASC is responsible for initiating procedures on both new and old USPS items to obtain an appropriate NSN or assign a similar number on parts that are normally used by the Postal Service only.

.53 Publications. Catalogs for equipment, supplies, and repair parts are prepared in accordance with guidance and policy from the Procurement and Supply Department. Catalogs provide complete listings of all equipment, supplies, and repair parts available through the area supply centers and contain complete information and instructions for ordering these items. They are updated periodically to reflect the current status. See Appendix A for listing.

.54 Responsibilities

.541 Responsibility for preparation, publication, and revision of these catalogs is delegated as follows:

Equipment—Office of Material Management, P&SD
Supplies—EASC
Repair Parts—WASC

.542 The field directors of the supply centers are also responsible for establishing and publishing procedures for the input and maintenance of a computerized master data file of supply item information necessary for efficient management of depot inventory responsibilities. The master data file is part of the automated supply management and inventory control system developed by the Office of Materiel Management.

Chapter 8
Computer-based Information Systems

810 General Information

811 Purpose

811.1 Scope

This chapter provides an overview of information systems activities in the USPS. It outlines policies, procedures and responsibilities relating to planning, acquisition and operation of these systems. (Data systems operating on analog computers, process control or hybrid computer systems are not included.)

811.2 Applicability

This chapter applies to all USPS organizations and is designed to provide uniform and consistent direction and guidance to users of computer-based (automated) information systems and to increase user participation in the development of their systems—from the definition of requirements phase to operational status. The term *user* refers to the functional area of the Headquarters or field organization which is the custodian of the data base and primary user of the systems output.

811.3 Federal Regulations

Certain Federal regulations prescribe or recommend policies and procedures for government agencies in the information systems and automatic data processing (ADP) areas. These include Office of Management and Budget (OMB) circulars, Federal Management Circulars, Federal Property Management Regulations, and Federal Information Processing Standards publications. The USPS, when exempted from these regulations by the Postal Reorganization Act, may voluntarily subscribe to them if judged to be in the best interest of the Postal Service. For example, as deemed appropriate by the Deputy Postmaster General, the Postal Service complies with the policies and procedures in OMB Circular A-109 which concerns major (ADP) systems acquisition.

812 Responsibilities

812.1 Management Information Systems Department (MISD)

.11 MISD is responsible for establishing USPS policies, procedures and standards for use in designing, developing, programming, testing, implementing, and operating USPS automated information systems. This includes responsiblity for acquisition of computer programs (software) and related ADP equipment (hardware).

.12 In carrying out its responsibilities, MISD complies with the policies and procedures in Publication 190, *Capital Investment Policies and Procedures,* and Publication 191, *Capital Investment Implementation Instructions.*

812.2 User

.21 Headquarters and regional users should contact MISD for assistance and guidance, as necessary, in carrying out their responsibilities for:

a. Determining and defining their information systems requirements.

b. Developing systems specifications.

c. Justifying expenditure of resources.

d. Providing funding, when required.

e. Making basic decisions on content, retention, destruction and release of information in the data base. Such decisions must be in accordance with USPS regulations under the Privacy and Freedom of Information Acts, and coordinated with the USPS Records Officer, as required. (See 350.)

.22 Data centers or other units may act as agents of users only for the purpose of collecting, processing, storing, protecting and presenting information in the data base.

812.3 ADP Review Committee

.31 Purpose. The ADP Review Committee directs the growth, and where appropriate, encourages the deployment of ADP within the Postal Service. With the exception of the authority reserved for the Executive Committee, the ADP Review Committee is the focal point for review of ADP planning, policy formulation, resource allocation of capital outlays, and major new programs.

.32 Functions. Primary functions of the Committee are to:

a. Ensure the application of uniform ADP policy and management methodology throughout the Postal Service.

b. Strengthen ADP planning and requirements.

c. Improve the quality of decisions affecting ADP resource utilization across functional lines to avoid duplicate effort, and to minimize the risk of applying computer resources to unproductive goals.

d. Provide financial visibility to senior postal management on ADP resource utilization.

.33 Membership.

ADP Review Committee	
Controller, Chairperson	
APMG, Operations Group	
APMG, Employee and Labor Relations Group	
APMG, Administration Group	
APMG, MISD	
Finance Director:	Northeast Region
	Eastern Region
	Central Region
	Western Region
	Southern Region

813 MISD Organization

813.1 Office of Operations

.11 General Functions. As delegated by the APMG, MISD, the Office of Operations manages operational activities of MISD, and provides management, financial, data processing, and statistical services to the entire Postal Service. This office includes four postal data centers (PDCs) and three automatic data processing centers (ADPCs). Each PDC and ADPC has a designated management information liaison officer (MILO) assigned to and located at Headquarters. MILOs coordinate and provide liaison between Headquarters, field users, and the data centers.

.12 Postal Data Centers

National Center	Function
St. Louis, MO	• Processes centralized USPS systems. • Provides support services for designated centralized systems only and delivers national reports directly to Headquarters.
Regional Support Centers	**Function**
	• Provide payroll management, financial and data processing services to regions.
Minneapolis, MN	—services Central & Southern Regions.
New York, NY	—services Eastern & Northeast Regions.
San Bruno, CA	—services Western Region.

.13 Automatic Data Processing Centers

Location	Function
Washington, DC	• Primarily supports unique Headquarters systems and consolidates submissions from the region into national reports.
	• Central processing for the Postal Source Data System (PSDS) network.
Wilkes-Barre, PA	—services Eastern & Northeast Regions.
St. Louis, MO	—services Central, Southern & Western Regions.

813.2 Office of Information Requirements and Technology (OIRT)

a. Analyzes information systems requirements of USPS users and assists them in developing specifications.

b. Provides system design services or assists users in acquiring contractual services for requirements that exceed MISD resources.

c. Acts as adviser in preparation of solicitations, bid evaluations, award of contracts, and monitoring of contractor performance to operational capability.

d. Provides statistical analysis services for USPS.

e. Provides support services for ADP Review Committee.

813.3 Resources Management Division (RMD).

Provides resources management activities for MISD, and MISD planning, budgeting and administration.

813.4 Telecommunications Division (TCD)

Designs, develops, and implements all USPS telecommunication networks, and provides maintenance support. Processes requests for telecommunication services.

814 Regional Management Information Branch

Regional Management Information (MI) branches serve as focal points for regional information systems activities with guidance from MISD, Headquarters. Branch managers report to their respective regional Director of Finance.

815 Non-MISD Data Processing Centers

The following are major USPS specialized data processing centers *not* managed by MISD:

a. Western Area Supply Center (WASC). The WASC has a computer center at Topeka, KS which maintains the supply inventory, produces printed mailing labels, and conducts supply management activities. WASC reports to Procurement and Supply Department, Headquarters.

b. National Test Administration Center (NTAC). The NTAC, located at Los Angeles, CA, has a computer center which grades and administers USPS personnel qualifications tests. NTAC reports to Employee Relations Department, Headquarters.

c. Bulk Mail Centers (BMCs). BMCs are located at 21 major cities. Each BMC conducts certain of its own data processing through use of its process control computer. In addition, BMCs obtain computer services from the PDCs through use of remote terminals. BMCs report to their respective district manager, and receive technical guidance from the Mail Processing Department, Headquarters.

820 Information Systems Planning

821 General

821.1 Purpose

This subchapter outlines national policy and uniform procedures for the submission of new ADP requirements for management review, evaluation, and approval.

821.2 Definitions

.21 New ADP Requirement

A new ADP requirement is defined as the use of any of the ADP resources listed in 821.22 (see exceptions in 821.23), to accomplish any of the objectives listed in 821.24.

.22 ADP Resources

a. The services of MISD technical staff members at Headquarters or field locations.

b. The acquisition by purchase or lease of ADP equipment or software.

c. The use of ADP-related outside contract services.

.23 Exceptions

a. Programming maintenance efforts by MISD technical staff.

b. New program development by MISD technical staff not exceeding one man-month.

c. The acquisition by purchase or lease of ADP equipment or services with an annual cost of less than $2,000.

821.3 Objectives

a. Implementation of a new ADP application.

b. Automation of an existing manual system.

c. Replacement of an existing ADP system or application.

d. Enhancement or redesign of an existing automated system.

821.4 New ADP Requirements Descriptions

.41 Annual Budget Call. The *Annual Budget Call* issued by Finance Department specifies the:

a. Date for Headquarters/regional users to submit their new ADP requirements descriptions to OIRT.

b. Date for MISD to return signed copy of submission to user indicating capital budget approval or disapproval of requirements involving ADP capital equipment.

c. Date for general USPS capital budget submissions by Headquarters and regions.

.42 Form 3169

.421 General. Headquarters and regional organizations use Form 3169, *New ADP Requirement Description,* for submitting new ADP requirements. The form calls for the following types of information:

a. Data concerning the user organization.

b. Description of ADP requirement, including functional objective, proposed means of implementation, and justification criteria—i.e., an economic opportunity, an urgent management requirement, or correction of significant service or capacity deficiency.

c. Estimate of ADP resources required.

d. Details—if the ADP requirement involves acquisition of capital equipment.

.422 Headquarters Submission. Complete Form 3169, with advice and assistance from OIRT, regional MI branch and/or functional organization in field, as required. Submit completed form directly to OIRT.

.423 Regional Submission.

a. Complete Form 3169 with assistance from regional MI branch, as required. Submit completed form to MI branch.

b. MI branches consolidate Forms 3169 and forward to OIRT.

c. OIRT circulates copies of regional Forms 3169 to appropriate Headquarters functional organizations for coordination, comments and recommendations.

.43 Headquarters Review

.431 Feasibility. MISD, supported by the regional MI branches, and in consultation with functional Headquarters organizations, reviews all Forms 3169 for the purpose of determining acceptance, eliminating duplication, insuring compatibility of individual information systems applications and facilities, and determining whether to include the requirement in the *Annual Information Systems Plan* (see 822.)

.432 Capital Budget Items. When ADP requirements involve planned acquisition of ADP capital equipment, OIRT returns a signed copy of Form 3169 to the originating Headquarters or regional organization either (a) approved for capital budget submission, or (b) disapproved with explanation of nonapproval.

Note: For field originated items, an information copy is sent to the Headquarters functional organization.

822 Annual Information Systems Plan

MISD develops an annual plan which:

a. Is based on anticipated ADP requirements to be funded from operating expense for the next fiscal year (*Plan* year), and capital equipment requirements for the next five fiscal years (i.e., *Plan* year, *Budget* year, plus forecasts for 3 out-years.)

b. Relates ADP objectives and planning to (1) *USPS Principal Management Objectives,* and (2) *USPS Planning/Budgeting process.*

c. Reflects new ADP requirements of USPS, by region and Headquarters.

823 ADP Project Proposals

823.1 General

.11 Committee Approval. New ADP requirements are presented to the ADP Review Committee by OIRT in the form of ADP project proposals. Project proposals are expanded versions of ADP requirements descriptions (Form 3169.) The proposals emphasize project justification, evaluate cost/benefits using *discounted cash flow* method of analysis, and must meet the capital investment requirements of Publications 190 and 191.

.12 Exceptions—The following requirements are not prepared as project proposals and do not require committee approval:

a. Standard Approved Applications. Implementation of standard applications for which alternate procedures have been specified, and which have been designated for approval by OIRT. *Example:* Implementation of approved applications under national time-sharing contracts.

b. Consumable ADP Equipment Supplies. Acquisition of items designed specifically for use with ADP equipment, such as magnetic tapes, disk packs, punch cards, or ribbons.

c. Special Purpose Equipment. Acquisition of special purpose ADP equipment for dedicated use in process control applications and not as a component of a management information system.

d. Nonprogrammable Equipment. Acquisition of nonprogrammable desk calculators or office machines, even though electronic. This includes stand-alone card punching equipment.

823.2 Preparation and Review Procedures

.21 Responsibilities

.211 Users. Users are responsible for initiating the ADP project review procedure as follows:

a. New ADP requirements included in annual information systems plan:

(*1*) Headquarters users submit written request to OIRT referencing requirement as it appears in plan.

(*2*) Regional users submit written request through MI branch, referencing requirement as it appears in plan.

b. ADP requirements not in annual information systems plan (or which have been substantially modified since inclusion in plan):

(*1*) Headquarters users contact OIRT regarding submission of new ADP requirement description (Form 3169.)

(*2*) Regional users contact MI branch regarding preparation and submission of new ADP requirement description.

.212 OIRT. OIRT will:

a. Assign an ADP analyst to advise and assist the user in further definition or analysis, as required, to expand the content of an ADP requirement description to meet ADP project proposal requirements.

b. Schedule completed ADP project proposals for the earliest feasible review and action by the ADP Review Committee.

c. Promptly advise user, in writing, of the action taken by the Committee on each ADP project proposal submitted by user.

d. Coordinate the assignment of MISD resources for implementation of ADP projects approved by the committee.

e. Issue monthly reports to Headquarters departments and regional MI branches listing ADP requirements initiated, ADP project proposals completed, and ADP project proposals approved.

.22 Committee Review/Action

.211 The ADP Review Committee considers ADP project proposals at meetings called as required. When the user organization is not represented by committee membership (see 812.32), a representative of the user organization will be invited to sit with the committee. When reviewing major project proposals, other user organizations and/or MISD representatives may be requested to participate.

.212 Based on its review of ADP project proposals, the committee may:

a. Disapprove project

b. Approve project for limited further development with a request for committee review at a later stage or date.

c. Approve project for implementation.

d. Assign priorities to projects approved for further development or implementation.

e. Request periodic progress reports or reviews on projects under development.

f. Take other appropriate action.

823.3 Appeal

Any appeal of action taken by the ADP Review Committee should be referred to the Deputy Postmaster General.

830 Information Systems Services

831 General

The Management Information Systems Department (MISD) provides specific services to users of information systems. This subchapter sets forth the types of services available, and the procedures for requesting such services.

832 Categories

The major categories of information systems services are:

a. Administrative and Technical Consulting Services
b. Analysis and Programming Services
c. Automatic Data Processing (ADP) Services
d. Data Telecommunications Services
e. Statistical Collection and Analysis Services
f. On-Line Time-sharing Services

833 Administrative and Technical Consulting Services

833.1 Types of Services

a. Explain data center hardware and software capabilities.

b. Provide technical computer systems expertise on a consulting basis.

c. Train users in the use of particular computer hardware and software systems.

d. Resolve problems related to:
(*1*) Job Control language (2) Abnormal program terminations (3) Telecommunications

e. Assist users in:
(*1*) Determining best technical solution to problems. (2) The use of timesharing and job submission procedures. (3) Preparing studies, costs, lease/purchase analysis and other details of procurement package.

f. Provide other administrative/technical services related to information systems, as required.

833.2 Request for Services

.21 For Proposed Information Systems. Headquarters users request services directly from MISD. Regional users make initial contact with the manager, MI branch.

.22 For On-Line Information Systems. All users make their requests directly to the servicing data center.

834 Analysis and Programming Services

834.1 Types of Service

a. Assist users in:
(*1*) Defining ADP requirements.
(*2*) Developing systems specifications.
(*3*) Acquiring contractual design or programming services, if authorized.

b. Provide systems analysis and design, if within MISD resource capabilities.

c. Monitor development of system, either in-house, or by contractor, to operational status.

d. Provide technical consulting services.

834.2 Request for Services

.21 General. To request services, users complete Form 1190, *Transmittal of Requirements for Analysis/Programming Services.*

.22 For National Systems. To obtain services for national systems (i.e., systems used by two or more regions or by two or more data centers) users submit completed Form 1190 direct to OIRT.

.23 For Non-National Systems. To obtain services for non-national systems (i.e., systems used by only one region or one data center) users submit completed Form 1190 direct to the servicing data center.

835 ADP Services

835.1 General

The Office of Operations and the data centers provide a variety of ADP services. However, capabilities are not the same at all data centers.

835.2 Types of Services

a. Data entry services such as keypunch/verification, key stroke to tape or disc, or optical scanning.

b. Computer processing services for batch processing or on-line processing for local and remote users, through teleprocessing.

c. Report-finishing services.

d. Micromation services for designated systems.

e. Technical guidance and assistance on specific systems operations and procedures.

f. Provide information regarding use of computer resources and cost by system.

g. Make available to users existing hardware and software for teleprocessing services.

835.3 Request for Services

Users should contact the Office of Operations regarding availability of services.

836 Data Telecommunications Services

836.1 Types of Services

a. Assist user in determining data telecommunication service best suited to requirement.

b. Addition/deletion of all digital data transmission equipment.

c. Design and configuration of telecommunications network.

d. Management of operational networks, which includes:

(*1*) Monitoring use, response time, and downtime.

(*2*) Improving and modifying, as required.

e. Liaison between USPS user and common carrier for resolving problems.

f. Addition/deletion of all data associated telephone equipment or circuits.

836.2 Request for Services

.21 General. Requests for data telecommunications services must include significant detail to support requirement. It is recommended that users informally contact TCD regarding specific details before submitting formal requests.

.22 For Services Not Involving PSDS Network

a. Users prepare request in writing (memorandum) and attach a completed Form 7366, *Funded Procurement Request.* Submit request, with Form 7366 attached, to OIRT.

b. OIRT reviews request to assure systems compatibility, and forwards request to TCD for final processing.

.23 For Services Involving PSDS Network

a. Users prepare request in writing (memorandum) and attach a completed Form 7366. Submit both directly to the servicing ADPC.

b. ADPC reviews request for PSDS implications, and forwards request to TCD for final action.

837 Statistical Collection and Analysis Services

837.1 Types of Services

a. Develop statistical support testimony for USPS adversary proceedings—e.g., Postal Rate Commission and Civil Aeronautics Board hearings, and labor-management arbitration.

b. Statistical sampling.

c. Statistical analysis.

d. Special studies.

e. Major systems:

(*1*) Origin-Destination Information System (ODIS)

(*2*) Revenue, Pieces and Weight (RPW)

(*3*) Cost systems.

(*4*) Sampling Frame System.

837.2 Responsibilities

.21 MISD. MISD is responsible for providing certain specialized statistical support services, as required.

.22 Regional Finance Department.

a. Director. Responsible for implementation and operation of statistical support services in region.

b. MI Branch. Responsible for liaison between users and MISD for statistical matters.

.23 Field Installations. Postmasters and BMC general managers are responsible for all statistical service tests conducted at their facilities.

837.3 Request for Services

All requests for statistical services should be directed to the APMG, MISD. *Exception:* Consultation services, reports, or information not requiring significant expenditures of resources should be requested from the Statistical Operations Division, or Statistical Analysis Division, as appropriate.

837.4 References

See Exhibit 837.4 for USPS publications on statistical programs, and related training.

838 On-Line Time-Sharing Services

838.1 Types of Services

a. Data entry by remote data communication terminals.

b. Data retrieval by remote data communication terminals.

c. Computer program execution with production runs of hard-copy reports for mailing to designated recipient.

838.2 Request for Services

.21 General. Users contact OIRT to discuss their time-sharing requirements and the availability of existing time-sharing services.

.22 Specific. Submit formal request with specific workloads and justification for requirement to OIRT. OIRT coordinates requirement with the Office of Operations and TCD, as appropriate.

Programs	Training
Publication 195, *ODIS–What It Is-What It Does* Handbooks: F-7 *Revenue/Cost Analysis Studies and Tests at First- and Second-Class Post Offices* F-13 *Revenue/Cost Analysis Studies at Offices in CAGs K & L* F-14 *Revenue/Cost Analysis Mail Transportation Studies* F-35 *Revenue and Cost Analysis System for Estimating Revenue, Pieces and Weight of Domestic Mail–Field Operating Manual* F-35-A *System for Estimating Revenue, Pieces and Weight of Domestic Mail–Data Collection Procedures* F-37 *Revenue/Cost Analysis System for Estimating Revenue Pieces and Weight of Domestic Mail–Headquarters Operating Manual* F-44 *System for Estimating Revenue, Pieces and Weight of Mail to Foreign Destinations–Field Operating Manual* F-45 *In-Office Cost Sampling Procedures* M-60 *Origin-Destination Information System–Data Collectionn Procedures* M-61 *Origin-Destination Information System–Data Collection Procedures (Dec. 1972)*	Publication 108, *Revenue/Cost Analysis Program–A Self-Instruction Training Program* Postal Service Training & Development Institute–Course No: 31502 *-The Revenue, Pieces and Weight Program–A Self-Instruction Program for RPW Employees* 31504 *-Origin-Destination Information System–A Self-Instruction Program for ODIS Employees*

Exhibit 837.4–Statistical Programs and Training References

840 Development Standards

841 Introduction

841.1 Purpose

All information systems development performed within the USPS must conform to MISD development standards. This is essential to the ultimate operation, maintenance, and modification of systems. Standardized systems improve communication, and facilitate (a) transfer of systems processing from one computer to another, (b) conversion of programs, and (c) assignment of new analysts/programmers.

841.2 References

The following handbooks provide guidance for the development and use of standards for USPS information systems:

a. Handbook ADP-2, *ADP Operating Standards*
b. Handbook ADP-3, *Remote Job Entry*
c. Handbook ADP-4, *Time Sharing Option*
d. Handbook ADP-5, *ADP Equipment Inventory*
e. Handbook ADP-6, *LIBRARIAN*
f. Handbook ADP-7, *Software Documentation Standards*
g. Handbook ADP-8, *ADP Equipment Acquisition*

842 Quality Assurance for Information Systems Development

842.1 Purpose

.11 Standard management control and monitoring techniques are necessary during information systems development to assure cost effective and reliable systems, and to avoid the costly process of systems redesign.

.12 Quality assurance principles apply to all information systems under development by or for MISD. These principles require formalized management review, supported by full documentation, before approval is granted to move a system into the next development phase.

.13 Adherence to standard management review procedures assures the greatest probability of project success at minimum costs, with reasonable time constraints, and with maximum benefit to the Postal Service. (See also 812.3, 846 and 856.)

842.2 Responsibilities

.21 APMG, MISD. Responsible for designating systems for development as *key projects. Key projects* are subject to pre-established management reviews at the following stages of the systems development life cycle:

a. Initiation
b. Development
c. Evaluation
d. Operation

.22 Office of Operations

a. Designates a particular data center as *prime* for programming and maintenance of each system.

b. Directors:
  (*1*) Appoint project managers for *key projects.*
  (*2*) Establish the management review process within their offices for other systems under development, i.e., those not designated as key projects.

.23 Project Managers

a. Assume lead for *key project development.*
b. Monitor status.
c. Consolidate documentation for review by APMG.
d. Provide contact point for customer.
e. Render status report to office director each accounting period.

843 Documentation

843.1 Requirement

Standardized documentation is a requirement for all information systems. The size, complexity, and risk factors of a project determine the degree of documentation required.

843.2 Responsibilities

The project manager develops a documentation plan for either in-house or contractual system development. OIRT must assure that documentation is adequate.

843.3 Master Documentation File

OIRT maintains a master documentation file for each USPS information system. (See Chapter 3, Handbook, ADP-2.)

843.4 Types of Documentation

USPS uses the following types of information systems documentation (see Appendices A-K of Handbook ADP-7, for examples):

a. Functional Description (Appendix A)
b. Data Requirements (Appendix B)
c. System Specifications (Appendix C)
d. Program Specifications (Appendix D)
e. Data Base Specifications (Appendix E)
f. Test Plan (Appendix F)
g. Users Manual (Appendix G)
h. Operational Manual (Appendix H)
i. Program Maintenance Manual (Appendix I)
j. Test Analysis Report (Appendix J)
k. Operational Agreement (Appendix K)

844 Systems Design

Steps to be taken in designing information systems are:

a. Design Plan. OIRT prepares the systems design plan in conjunction with the user. The plan includes schedules, milestones, and tasks required by each organization (see Appendix A, Handbook ADP-7).

b. Preliminary Design. Preliminary systems specifications are prepared in accordance with the design plan (see Appendix C, Handbook ADP-7).

c. Detailed Design. After approval of preliminary design specifications, detailed specifications are prepared for each program (see Appendix D, Handbook ADP-7).

845 Computer Program Development

845.1 Reference

See Handbook ADP-2 for details.

845.2 Standard Language

The American National Standards Institute version of COBOL (Common Business Oriented Language) is used as the primary language for USPS (business application programs).

845.3 Other Standards

Specific guidelines on other standards used by the USPS are in Chapter 4 of Handbook ADP-2, as follows:

a. 410—Application programming
b. 420—General program requirements
c. 430—Structured programming
d. 440—Testing
e. 450—LIBRARIAN

846 Systems Testing

846.1 General. Systems tests integrate all programs (software) with all computer components (hardware), plus the manual operations involved in the complete system (see Handbook ADP-7.) Tests are conducted as follows:

a. Each program is first tested individually.

b. Upon completion of program testing, total system integration test is conducted.

c. Test results are documented.

d. Total documentation package is submitted for management review and acceptance.

846.2 Management Review and Acceptance

.21 Review and Acceptance Phases

a. Phase I—Complete systems test using test data.

b. Phase II—Pilot test or parallel test of old and new system.

c. Phase III—Review of documentation.

d. Phase IV—Equipment installation.

e. Phase V—Preparation of test results.

f. Phase VI—Preparation of test analysis report.

.22 Management Review of Acceptance Test

The test analysis report undergoes thorough management review. Decision is made to accept system or direct further action. Upon acceptance, the implementation phase begins.

847 Systems Implementation

847.1 Implementation Plan

.11 Scope

In order to effect an orderly transition of systems from the test environment to operational status, an implementation plan is developed. The plan covers activities of all personnel involved in the system—from completion of acceptance testing to operational status.

.12 Responsibility

The Office of Operations designates a particular data center as *prime* for programming and maintenance of each system. The *prime* center is responsible for:

a. Preparing implementation plan.

b. Coordinating the plan. (Coordination includes, as a minimum, the user, Office of Operations, OIRT, TCD, and other concerned processing centers.)

c. Determining phase-in schedule for other data centers, where required.

.13 Content

The implementation plan details the steps necessary to bring the system into operation at all planned locations. It establishes specific milestones and responsibilities for this process. Depending on the complexity and risk factor of the system, the following steps are included in the plan:

a. Establishment of a test team.
b. Specific tasking of individuals by unit.
c. File conversion.
d. User training.
e. Data processing training.
f. Distribution of documentation.
g. Equipment delivery.
h. Site preparation.
i. Back-up procedures.
j. Recovery procedures.
k. Post-implementation evaluation.
l. Formalized procedures for coordination with all concerned.

847.2 Implementation Phase

.21 Scope

This phase covers the process of installing and operating a changed or newly developed system for at least one reporting cycle in the operational environment.

.22 Responsibility

The *prime* data center is responsible for assuring that all implementation activities are accomplished, including activities of other departments, such as training of field personnel by the user organization.

.23 Post-Implementation Evaluation

An initial post-implementation evaluation is made by the *prime* data center in conjunction with the user, OIRT, and the Office of Operations. A report of system deficiencies or enhancements is forwarded to OIRT for appropriate action.

850 Resource Management and Control

851 Introduction

851.1 General

.11 The Management Information Systems Department (MISD) is the focal point within the Postal Service for the management and control of resources used in the development and implementation of ADP information systems. MISD provides the technology to determine the best means of meeting information systems requirements and for acquiring ADP systems and related equipment.

.12 Headquarters and regional organizations (users) define their information systems needs. Available resources to meet user needs are limited and the user, therefore, is responsible for assuring efficient management when determining information systems requirements. For example:

a. Users should:
  (*1*) Request only the minimum number of copies/reports.
  (*2*) Limit frequency of reports.
  (*3*) Request batch processing where time permits.
  (*4*) Cancel reporting requirements promptly when no longer needed.
  (*5*) Take other management actions to control resource consumption.

b. Effective resource management and control is assured through consultation between the user, MISD, and other concerned organizations, such as budget and personnel.

851.2 Areas of Resource Management

a. Planning, budgeting and reporting.
b. Acquisition.
c. Inventory control.
d. Resource accounting.
e. Quality assurance and control.

852 Planning, Budgeting and Reporting

852.1 Planning

.11 Tactical Planning. Tactical planning is relatively short-range (1-2 years) and outlines:
a. Annual objectives.
b. Budget year planning factors.
c. Identification of projects and level of effort.
d. Event and time milestones.
e. Proposed means to implement strategic plans.

.12 Strategic Planning. Strategic planning is long-range (3-5 years) and identifies:
a. Types of services to be furnished.
b. Means of meeting management objectives.
c. Level of user support.
d. Use of technological advancements.
f. Framework for succeeding tactical plans and capital budgets.

.13 Annual Information Systems Plan. This plan is the culmination of tactical and strategic planning and identifies new ADP requirements approved for integration into the total USPS systems operations effort.

852.2 Budgeting

.21 Initial Phase–Costing. The initial phase of the budget process consists of costing out the new requirements in the information systems plan, consolidating them with the costs for continuing operations, and requesting funds to support them. Upon receipt of the approved annual Operating Plan and Capital Investment budget, adjustments and restructuring of priorities in the tactical plan may be necessary to meet funding limitations.

.22 Final Phase–Reporting. The final phase of the budgeting process consists of monitoring planned versus actual status of approved and funded projects in the approved operating plan. This is done through financial reports and individual program/project tracking. In this phase, appropriate adjustments are made by reallocating resources, altering objectives, or adjusting milestones to best support user requirements within available funds.

853 Acquisition

853.1 Policy

It is the policy of the USPS that requests for acquisition of major items of ADP equipment or services be approved by the Headquarters ADP Review Committee.

853.2 Scope

These procedures apply to all acquisitions of ADP services or equipment for USPS installation (*except* analog computers, or process control or hybrid computer systems.)

853.3 Types of ADP Services Which May Be Procured

a. Feasibility studies.
b. Systems design, programming and documentation.
c. Assistance in development of plans for systems integration.
d. Specialized software packages.
e. Computer remote terminals and peripheral equipment.
f. Maintenance for USPS hardware and software.

g. Data preparation services. (Keypunch, keystroke, or other services necessary to prepare source data in computer readable form.)

853.4 Types of Contractual Documents Used

.41 Full Competition, Request for Proposal (RFP)

.411 Definition. A general purpose document used to solicit proposals from contractors for acquisition of ADP equipment or services. (*Note:* The interval from approval of a statement of work in MISD until contract award is generally from four to six months.)

.412 Procedure

a. The requesting organization prepares a statement of work, with a covering memorandum indicating users management approval and availability of funds. This information is sent to RMD (MISD) for processing to the Office of Contracts, Procurement and Supply Department (P&SD).

b. Proposals are received by the contracting officer from the vendors.

c. An evaluation panel consisting of personnel of the Office of Contracts, user department, and MISD, performs a technical evaluation of each proposal. Technical ranking of each proposal by the panel is forwarded to the contracting officer for correlation with cost proposals of each vendor and selection of the successful vendor.

.42 Limited Competition Procurement

.421 Definition. A procedure used for acquisition of small ADP items, usually *off-the-shelf* items on the General Services Administration (GSA) schedule, or services on the Basic Ordering Agreement (BOA). This procurement cycle is generally faster than full competitions (RFP).

.422 Procedure. Requesting organization prepares statement of work or specifications indicating fund availability, and submits to RMD. RMD processes to Office of Contracts for final action.

.43 Noncompetitive (Sole-Source) Procurement

.431 Definition. Requests for specified or sole-source procurement require complete justification. Approval for this type of action is made by the APMG, P&SD. This cycle normally can be completed in 45 days after receipt in MISD. Bona fide emergencies can be handled faster.

.432 Procedure. Requesting organization prepares request in memorandum form. Justification as indicated below must be shown:

a. The document must show that competitive procurement is impractical or not feasible.

b. State the predominant capability the proposed vendor possesses which meets the procurement requirements.

c. Indicate the consideration given to other vendors for this requirement, and the reasons why they lack the capability to meet them.

d. List capabilities the recommended item has which makes it more desirable than any other in the same field.

e. Is the requirement a continuation of a previous item supplied by the same vendor?

f. Is competition precluded because of proprietary rights of this particular vendor?

g. Does the cost/benefit analysis show special savings through use of this particular item?

h. Other factors as appropriate.

.44 Interagency Agreements

.441 Definition. Interagency agreements are contractual arrangements that permit requisitioning of goods and services from other Federal agencies. Generally, these agreements take from one to two months to consummate.

.442 Procedure. The requesting organization prepares a statement of work, with covering memorandum indicating the users management approval and availability of funds. This information is forwarded to RMD (MISD) for processing to the Office of Contracts for final action. Note: All contractual commitments by the USPS are made by the appointed contracting officer of the Office of Contracts (P&SD).

854 ADP Equipment and Information Systems Inventories

854.1 Purpose

Effective management of USPS ADP resources requires the establishment and maintenance of inventories of both ADP equipment and information systems.

854.2 ADP Equipment Inventory

An inventory of ADP equipment owned or leased by the Postal Service has been established. The master inventory file contains information on each equipment item such as description, location, cost, type maintenance, and function.

854.3 Information Systems Inventory

A total ADP information systems inventory is currently under development.

854.4 Responsibilities

.41 Resource Management Division. RMD is responsible for:

a. Overall management and development of ADP equipment and information systems inventories.

b. Publishing current inventories.

c. Meeting certain reporting requirements of the Office of Management and Budget.

.42 ADP Equipment Users. All installations (including Headquarters units, PDCs, ADPCs, regions, BMCs, and post offices) using USPS-owned or leased

ADP equipment are responsible for submitting semiannual updates on their inventory to RMD. Detailed requirements and procedures are contained in Handbook ADP-5.

855 Resource Accounting System

855.1 Description

The Resource Accounting System (RAS) is a computerized system which records costs of resources consumed by a particular system, by user. RAS provides visibility of information systems processing and related costs to the user and to MISD for management purposes.

855.2 Responsibilities

.21 RMD. Manages the RAS; establishes rates to be charged for computer processing and related services on a non-profit—non-loss bases; and invoices users for costs incurred by system and service provided.

.22 User. In the budget process, users of services of data centers which require transfer of funds, must identify such funds in their operating plans under the category *MISD-Charge-Back.* The Finance Department coordinates the user's budget with MISD for necessary adjustments to the MISD budget.

.23 RAS Administrators. MISD designates a national RAS administrator. Each participating data center has a local RAS administrator. These personnel serve as contact points for all RAS matters.

855.3 Procedures

.31 Charges. Rates are determined on the basis of the cost of the service to MISD, and the projected use of the service. Rates are kept as constant as possible to enable customers to accurately forecast ADP costs in their budget.

.32 RAS Codes. RAS codes are obtained by submitting a completed Form 3168, *System Code Action Request,* to RMD. The codes permit computerized capture of costs by user, by system. The codes are:

a. Customer (User) Account Code. Identifies the user organization.

b. Information Systems Code. Identifies an information system or subsystem.

.33 Reports

a. Invoice. Each accounting period, RMD submits invoice to user. The invoice lists the costs of services provided for each information system.

b. Year-to-Date Report. The report shows a summary, by accounting period, of user expenditures, by system. The report is available to users upon request.

c. Job Resource Utilization Report. The report lists by user, and for each accounting period, the charges and resources used for each job or terminal session for each system. Appropriate portions of the report are available to users upon request.

856 Quality Assurance and Control

856.1 Definitions

.11 General. Quality Assurance (QA) is an aggregate of planned, systematic actions which include review, audit, and security procedures to ensure that the development of information systems is effective, adequately controlled, and meets user requirements at optimum costs.

.12 Reviews. Primary means of conducting QA for the development of information systems. Consist of careful examination and documented findings which result in approval to proceed, corrective actions, or recommendations.

.13 Audits. Independent examinations and evaluations of USPS activities. Includes evaluation of the use of resources, effectiveness of organizations' methods and internal controls, and reliability and usefulness of data systems and reports.

.14 Security. Safeguards and controls against unauthorized use of computer data base information, and physical security of computer sites. *Note:*

a. Requirement. Federal law restricts release of information (see 350).

b. Problems. Improved technology has increased the capacity of computers. Data bases contain sensitive information. Manipulation of computer files is becoming a common type of fraud.

856.2 Responsibilities

.21 User. Users are responsible for:

a. Participating in QA reviews with MISD.

b. Providing functional expertise as required.

c. Monitoring systems output (reports) for quality.

d. Reporting recurring deficiencies to MISD for resolution.

e. Assuring that systems input data are accurate and machine processable.

.22 MISD

a. Establishes and monitors QA program.

b. Designates a QA representative at each data center.

c. Conducts QA reviews with users.

d. Advises users of problems encountered with quality and timeliness of input data, and of procedures for processing QA review findings.

e. Conducts security reviews as part of QA reviews.

f. Provides technical guidance to the Inspection Service regarding ADP security requirements.

.23 Inspection Service

a. Is responsible for USPS internal audit function.

b. Assists users in the design and development of new ADP requirements to assure adequacy of controls, audit trails, and security requirements.

c. Provides physical security at computer sites (see 274.)

[illegible]

[illegible] Quality Assurance and Control

[illegible] Definitions

[illegible] General. Quality Assurance (QA) is an aggregate of [illegible] review, [illegible] to ensure that the development of [illegible] is effective, [illegible] controlled, and meets user requirements at [illegible]

[illegible]

[illegible]

[illegible]

[illegible] Responsibilities

[illegible]

[illegible]

[illegible] Inspection Service

[illegible]

[illegible]

[illegible]

[illegible]

[illegible] Reports

[illegible]

Appendix A
Directives Related to the ASM

A. Explanation

Appendix A contains a listing of other directives which are conceptually related to the *Administrative Support Manual.* The listing is organized to indicate the chapter of the ASM to which particular directives are related. An explanation of the meaning of each column follows:

1. *ID#*—The type and identification number of the directive. (Pub. means publication; Hbk. means handbook.)
2. *Title*—The complete title of the directive.
3. *TL/Date*—For *revisable* directives, the most recent TL (transmittal letter) number and its date. For *non-revisable* directives, the date of the most recent edition.
4. *Size*—Provided to indicate amount of detail. Dimensions show page size in inches; p. means pages and the page count includes *all* pages in the directive, even if some are blank.
5. *Distribution*—Distribution codes indicate which facilities are on the mailing list to receive the directive. (See page 14 of this appendix for an explanation of the codes.)
6. *Requisition*—Indicates the supply source for the directive. (See page 14 of this appendix for an explanation of the codes.)
7. *ASM Ref.*—Indicates which, if any, chapter in the ASM actually cites the directive.
8. *Key Words*—The key word or words for the directive, which may or may not be included in the title.

B. Listing

1. ID#	2. Title	3. TL/ Date	4. Size	5. Distribution	6. Requisition	7. ASM Ref.	8. Key words
Chapter 1 — Postal Organization							
Pub. 1	We Deliver—The Story of the U.S. Postal Service	6-80	8½ x 11 21 p.	1	SC	—	history
Pub. 100	History of the U.S. Postal Service, 1975-1979	4-82	8½ x 11 22 p.	60	PMG	—	history
Chapter 2 — Inspection Service							
Pub. 93	Radiological Monitors	TL 2 9-75	8 x 10½ 17 p.	61	RCI	—	emergency preparedness civil defense radioactivity
Pub. 123	How You Can Curb Pandering Advertisements	June 69	3½ x 7 4 p.	1	P/F SC	AS-2	pandering laws
Pub. 125	Administering the Pandering Advertisements Statute	Sept. 76	8 x 10½ 4 p.	44	SC	AS-2	pandering laws
Pub. 159-A	Contingency Plans—Work Stoppages	TL 3 6-81	7¾ x 10¼ 56 p.	60	O/L	AS-2	work stoppage emergency preparedness
Pub. 159-B	Contingency Plans—Civil Disorders and Natural Disasters	TL 8 8-74	7¾ x 10¼	60	O/L	AS-2	civil disorder natural disaster emergency preparedness
Pub. 159-C	Contingency Plans—Bombings, Bomb Threats and Bomb Scares	TL 1 9-80	7¾ x 10¼ 26 p.	61	RCI/L	AS-2	bombings emergency preparedness
Pub. 198	The Postal Inspection Service	8-80	4 x 8½ 9 p.	1	SC	AS-2	Inspection Service
Pub. 199	The Position of Postal Inspector	8-81	4 x 8½ 14 p.	30,33	SC	—	inspectors qualifications

1. ID#	2. Title	3. TL/ Date	4. Size	5. Distribution	6. Requisition	7. ASM Ref.	8. Key words
Chapter 2 — Inspection Service—Continued							
Pub. 250	Postal Inspectors Protect Consumers	Jan. 80	6 x 9 16 p.	3,10,33	P/F SC	—	consumer protection fraud
Pub. 250A	Postal Inspectors Protect Consumers (Spanish)	10-80	6 x 9 16 p.	3,10,33	P/F SC	—	consumer protection fraud
Pub. 251	Fraud and the Business Community	Jan. 80	4 x 8½ 4 p.	3,10,33	P/F SC	—	fraud consumer protection
Pub. 253	Work at Home	March 80	3¾ x 8½ 6 p.	3,10,33	P/F SC	—	fraud consumer protection
Hbk. M-19	Accident Investigations—Tort Claims	TL 1 7-77	7¾ x 10¼ 26 p.	4,6,17,34 36,37,39	RAB	AS-2	claims (tort) accidents
Chapter 3 — Communications							
Pub. 22	Forms Catalog	TL 5 5-79	8 x 10½ 116 p.	1	RAB	AS-7	catalog, forms
Pub. 32	Glossary of Postal Terms	1-81	3-7/8 x 8½ 64 p.	1	P/F SC	—	glossary writing
Pub. 103	How You Can Improve Your Written Instructions	July 79	7¾ x 10¼ 73 p.	57	EASC*	—	communications writing directives
Pub. 172	Editor's Manual	5-80	8 x 10½ 24 p.	61	O	AS-3	newsletters writing
Hbk. A-3	Word Processing System	TL 1 5-79	8 x 10½ 78 p.	7,8,33 37,41,59	SC	—	communications word processing office equipment
Hbk. M-10	Forms Management	TL 1 6-72	7¾ x 10¼ 70 p.	31,36	RAB	—	forms
Hbk. M-24	Headquarters Records Disposition Schedule	TL 1 2-62	8 x 10½ 42 p.	30,60	O	—	records office practices
Hbk. A-2	Correspondent Management	TL 1 10-80	8 x 11 78 p.	1	RAB	AS-3	correspondence policies and procedures
	Addendum—PMG Correspondence	TL 1 10-80	8 x 11 8 p.	59	•	AS-3	
Hbk. A-4	National Security Information	12-80	8 x 11 30 p.	60	O/L	AS-3	national security
Hbk. P-26	Grammar, Punctuation, Capitalization	Sept. 79	8 x 10½ 112 p.	30,61	O,T	—	writing training office practice
Hbk. PDC-1	Files Maintenance and Records Disposition Guide	TL 2 9-75	8 x 10½ 16 p.	31,37,60	O	—	records

1. ID#	2. Title	3. TL/ Date	4. Size	5. Distribution	6. Requisition	7. ASM Ref.	8. Key words
Chapter 4 — Government Relations							
Pub. 38	Postal Agreement with the Department of Defense	Feb. 80	5¾ x 9 8 p.	4,31,34 36,40	SC*	AS-2	military agreement goverment liaison
Chapter 5 — Facilities and Equipment							
Pub. 37	Postal Facilities Planning Data and Equipment Layouts	TL 31 11-81	8 x 10½ 232 p.	29,31,34 43	RAB	AS 2,5	facilities planning
Pub. 44	Repair Parts Catalog: ZIP Mail Translator (ZMT), Model 304	May 71	7¾ x 10¼ 70 p.	41,49	EASC	AS-5	catalog, ZMT
Pub. 48	Outline of Good Housekeeping Clinic	Sept. 74	5-7/8 x 9 20 p.	2	SC	—	maintenance cleaning
Pub. 76	Repair Parts Catalog (RPC)—Canceling Machine, Model M	TL 6 1-70	7¾ x 10¼ 42 p.	31,41,49	RAB	AS-5	catalog canceling machine maintenance
Pub. 77	RPC—Canceling Machine, Model HD-2	TL 4 1-70	7¾ x 10¼ 46 p.	31,41,49	RAB	AS-5	catalog canceling machine equipment maintenance
Pub. 79	RPC—Canceling Machine, Model F	TL 4 1-70	7¾ x 10¼ 94 p.	31,41,49	RAB	AS-5	catalog canceling machine equipment maintenance
Pub. 81	RPC—Edger-Stacker, Model 301	TL 7 10-70	7¾ x 10¼ 140 p.	31,41,49	RAB	AS-5	catalog edger-stacker equipment maintenance
Pub. 85	RPB—Bunn Twine Tying Machine	TL 4 1-70	7¾ x 10¼ 44 p.	31,41,49	RAB	AS-5	catalog tying machine equipment maintenance
Pub. 88	RPC—Detecto 70 Pound Scale	TL 4 1-70	7¾ x 10¼ 48 p.	31,41,49	RAB	AS-5	catalog scale equipment maintenance
Pub. 89	RPC—Triner Scale, Peerless 70 lb. Model	TL 3 1-70	7¾ x 10¼ 40 p.	31,41,49	RAB	AS-5	catalog scale equipment maintenance
Pub. 96	Information for Students	2-81	4 x 9 23 p.	58	RTC	—	training MTSC
Pub. 110	RPC—Stacker, Conveyor, and Culling Machine, Model 89	TL 5 10-70	7¾ x 10¼ 10 p.	31,41,49	RAB	AS-5	catalog conveyor machine equipment maintenance

1. ID#	2. Title	3. TL/ Date	4. Size	5. Distribution	6. Requisition	7. ASM Ref.	8. Key words
Chapter 5 — Facilities and Equipment — Continued							
Pub. 120	RPC—Postage Meter Base, Model RG	TL 2 12-69	7¾ x 10¼ 90 p.	31,41,49	RAB	AS-5	catalog postage meter equipment maintenance
Pub. 121	RPC—Postage Meter Base, Model RS	TL 2 12-69	7¾ x 10¼ 114 p.	31,41,49	RAB	AS-5	catalog postage meter equipment maintenance
Pub. 142	RPC—Stamp Vending Machine, Model SI-15	TL 3 1-70	7¾ x 10¼ 40 p.	31,41,49	RAB	AS-5	catalog vending machine equipment maintenance
Pub. 144	RPC—Stacker, Conveyor and Culling Machine, Model 89 A and B	TL 4 8-71	7¾ x 10¼ 150 p.	31,41,49	RAB	AS-5	catalog conveyor machine equipment maintenance
Pub. 145	RPC—Edger-Stacker, Model 302	TL 3 8-70	7¾ x 10¼ 138 p.	31,41,49	RAB	AS-5	catalog edger-stacker equipment maintenance
Pub. 176	RPC—Single Position Letter Sorting Machine	TL 2 7-72	8 x 10½ 82 p.	31,41,49	RAB	AS-5	catalog SPLSM equipment maintenance
Hbk. AS-501	Postal Facility Activation	TL 1 1-81	8 x 10½ 95 p.	30,31,34, 40,41	RAB	AS-5	new facilities activation
Hbk. AS-502	Activation of Small Postal Facilities	TL 1 10-81	8 x 10½ 18 p.	30,41,52	RAB	AS-5	new facilities activation
Hbk. AS-504	Space Requirements	TL 1 6-82	8 x 10½ 210 p.	59	SC	AS-5	facilities planning
Hbk. CD-2	Electrical Fundamentals	Oct. 70	7¾ x 10¼ 68 p.	1	SC	—	self-study training electricity maintenance
Hbk. M-29	Twine Tying Machines	TL 3 5-69	7¾ x 10¼ 42 p.	4,31,36	RAB	—	tying machines training maintenance
Hbk. M-69	Prevention of Damage to Mail	TL 3 3-74	7¾ x 10¼ 30 p.	60	RAB	—	damage engineering equipment
Hbk. M-70	Mechanization Design Specifications	TL 5 5-76	8½ x 11 138 p.	60	RAB	—	equipment drawings design
Hbk. MS-1	Operation and Maintenance of Real Property	TL 3 7-80	8 x 10½ 104 p.	41	MTSC	AS-5	maintenance facilities
Hbk. MS-2	Parcel Sorting Machine, Over & Under Type	TL 1 12-63	7¾ x 10¼ 228 p.	41	MTSC	—	maintenance parcel sorting machine

1. ID#	2. Title	3. TL/ Date	4. Size	5. Distribution	6. Requisition	7. ASM Ref.	8. Key words
Chapter 5 — Facilities and Equipment — Continued							
Hbk. MS-3	Automatic Money Changer	TL 1 1-64	7¾ x 10¼ 28 p.	41	MTSC	—	maintenance money changer
Hbk. MS-5	Postage Meters	TL 1 3-64	7¾ x 10¼ 136 p.	41	MTSC	—	maintenance postage meters
Hbk. MS-6	Repair and Alteration Surveys	TL 1 6-79	8 x 10½ 68 p.	30,31,33 34,40,42	MTSC	—	maintenance facilities
Hbk. MS-7	Repair and Alteration of Real Property	TL 3 6-79	8 x 10½ 38 p.	41	MTSC	AS-5	maintenance facilities
Hbk. MS-8	ZIP Mail Translator, Model 304A, Type II						ZMT maintenance
	Vol. A, Detailed Equipment Data, Parts 1, 2, & 3 (3 SIMM style books, 92, 116, & 48 pages respectively)	TL 1 1-78	27 x 11 256 p.	41	MTSC	—	
	Vol. B, Echelon 1 and 2 Job Guide	TL 1 1-78	8½ x 11 126 p.	41	MTSC	—	
	Vol. C, Echelon 2 Fully Proceduralized Trouble-shooting Aid	TL 1 1-78	8½ x 11	41	MTSC	—	
	Vol. D, Maintenance Parts and Assemblies	TL 1 1-78	8½ x 11	41	MTSC	—	
Hbk. MS-9	Physical Surveys of Leased Postal Facilities	TL 1 2-76	8 x 10½ 18 p.	41	MTSC	—	maintenance facilities
Hbk. MS-11	Industrial Storage Batteries	TL 1 9-64	7¾ x 10¼ 36 p.	41	MTSC	—	batteries maintenance
Mbk. MS-12	Postal Commodity Vending Machine: Model 76	TL 1 12-78	8 x 10½ 147 p.	41	MTSC	—	maintenance vending machine
Hbk. MS-13	Interim Maintenance Handbook for MPLSM Models 120 & 121	TL 1 11-77	8½ x 11 852 p.	41	MTSC	—	maintenance MPLSM
Hbk. MS-14	Mark II Facer-Canceler, Series 3500			41	MTSC	AS-5	maintenance
	Vol. 1 Echelon 1 and 2 Job Guide	TL 1 7-75	8½ x 11 284 p.				
	Vol. 2 Echelon 3 Job Guide	TL 1 7-75	8½ x 11 622 p.			—	
	Vol. 3 Echelon 3 Fully Proceduralized Troubleshooting Aid	TL 1 7-75	8½ x 11 446 p.			—	
	Vol. 4 Detailed Equipment Data	TL 5 5-78	26¾ x 11 120 p.			—	
Hbk. MS-15	100-Pound Beam Scale	TL 1 7-65	8 x 10½ 36 p.	41	MTSC	—	maintenance scale
Hbk. MS-18	4-Pound Beam Scale	TL 1 7-65	8 x 10½ 34 p.	41	MTSC	—	maintenance scale
Hbk. MS-19	70-Pound Scale	TL 1 8-65	8 x 10½ 40 p.	41	MTSC	—	maintenance scale

1. ID#	2. Title	3. TL/ Date	4. Size	5. Distribution	6. Requisition	7. ASM Ref.	8. Key words
Chapter 5 — Facilities and Equipment — Continued							
Hbk. MS-21	Elevator Maintenance	TL 1 8-79	8 x 10½ 128 p.	31,34,40,42	MTSC*	—	maintenance elevators
Hbk. MS-22	Street Letter Box Maintenance	TL 3 3-81	7¾ x 10¼ 26 p.	41	MTSC	—	maintenance mailbox
Hbk. Ms-23	Monorail Sack Sorters	TL 1 7-66	7¾ x 10¼ 260 p.	41	MTSC	—	maintenance sack sorter
Hbk. MS-24	Heating, Cooling and Ventilating	TL 7 8-78	8 x 10½ 258 p.	41	MTSC	AS-5	maintenance facilities HVAC
Hbk. MS-25	Self-Service Postal Equipment	TL 7 8-75	7¾ x 10¼ 464 p.	41	MTSC	AS-5	maintenance SSPC
Hbk. MS-26	USPS Portable Conveyors	TL 2 7-73	7¾ x 10¼ 82 p.	41	MTSC	—	maintenance conveyors
Hbk. MS-27	Intercommunication and Paging System	TL 1 9-68	8 x 10½ 134 p.	41	MTSC	—	maintenance equipment telecommunication
Hbk. MS-28	Maintenance of Electrical Switchgear	Mar. 73 Addendum, Apr. 77	7¾ x 10¼ 22 p.	41	MTSC	AS-5	maintenance electrical
Hbk. MS-29	Edger-Stacker Machines, Models 301, 302, 303 and 304	TL 1 4-71	7¾ x 10¼ 142 p.	41	MTSC	—	maintenance edger-stacker
Hbk. MS-30	Portable Culling, Facing and Stacking Conveyors, Model Model CF-89	TL 1 5-71	7¾ x 10¼ 156 p.	41	MTSC	—	maintenance conveyor
Hbk. MS-33	ZIP Mail Translator (ZMT) Model 304, Corrective Maintenance Guide (SIMM style)	TL 3 6-78	26¾ x 11 41 p.	41	MTSC	—	maintenance ZMT
Hbk. MS-33A	ZIP Mail Translator (ZMT) Model 304-A, Supplement	TL 1 11-74	26¾ x 11 30 p.	41	MTSC	—	maintenance ZMT
Hbk. MS-35	Hi-Speed Digital Printer—Franklin Series 800 (SIMM)	TL 1 Dec. 72	26-7/8 x 11 30 p.	41	MTSC	—	maintenance printer
Hbk. MS-36	Small Canceling Machine	Sept. 72	7¾ x 10¼ 40 p.	41	MTSC	—	maintenance canceling machine
Hbk. MS-37	ASR Teletype (SIMM style)	TL 1 2-73	26-7/8 x 11 108 p.	41	MTSC	—	maintenance telecommunication
Hbk. MS-38	Postal Stamp Vending Machine, Model SI-906						maintenance vending machine
	Vol. 1, Job Guide	TL 1 5-76	8 x 10½ 32 p.	41	MTSC	—	
	Vol. 2, Mechanic Job Guide and Troubleshooting Aid	TL 1 5-76	8 x 10½ 600 p.	41	MTSC	—	

1. ID#	2. Title	3. TL/ Date	4. Size	5. Distribution	6. Requisition	7. ASM Ref.	8. Key words
Chapter 5 — Facilities and Equipment — Continued							
	Vol. 3, SSPC Technician Job Guide and Troubleshooting Aid	TL 1 5-76	8 x 10½ 500 p.	41	MTSC	—	
Hbk. MS-39	Fluorescent and Mercury Vapor Lighting—Cleaning and Relamping	Jan. 73	7¾ x 10¼ 36 p.	41	MTSC	AS-5	maintenance lighting
Hbk. MS-40	Single Position Letter Sorting Machine, Models A & B (SIMM style)	TL 2 3-79	26-7/8 x 11 90 p.	41	MTSC	AS-5	maintenance SPLSM training
Hbk. MS-42	Air and Water Balancing	TL 1 3-73	8 x 10½ 50 p.	41	MTSC	—	maintenance HVAC
Hbk. MS-43	General Maintenance for Mail Handling Equipment	TL 1 7-73	7¾ x 10¼ 64 p.	41	MTSC	AS-5	maintenance equipment
Hbk. MS-44	Intercommunication and Paging System, 100 Series	TL 1 7-73	7¾ x 10¼ 58 p.	41	MTSC	—	maintenance telecommunication
Hbk. MS-45	Area Maintenance Office Operating Procedures	TL 2 12-73	8 x 10½ 42 p.	41	MTSC	AS-5	maintenance AMO
Hbk. MS-46	Edger Feeder Models 500/500A	TL 3 10-78	7¾ x 10¼ 400 p.	41	MTSC	—	maintenance edger-feeder
Hbk. MS-47	Housekeeping—Postal Facilities	TL 2 3-75	7¾ x 10¼ 88 p.	41	MTSC	AS-5	maintenance cleaning facilities
Hbk. MS-48	Kenco Self Service Postal Center Burglar Alarm	undated— pre-1974	21 x 29½ 2 p.	41	MTSC	—	maintenance SSPC
Hbk. MS-49	Energy Conservation and Maintenance Contingency Planning in Large Postal Facilities	TL 2 11-74	7¾ x 10¼ 40 p.	41	MTSC	AS-5	maintenance energy conservation facilities
Hbk. MS-50	Energy Conservation and Maintenance Contingency Planning in Small Postal Facilities	TL 2 11-74	7¾ x 10¼ 30 p.	41	MTSC	AS-5	maintenance energy conservation facilities
Hbk. MS-51	Postal Commodity Vending Machine						maintenance vending machine
	Vol. 2, Mechanic Job Guide	TL 1 5-75	8½ x 11 180 p.	41	MTSC	—	
	Vol. 3, SSPC Technician Fully Proceduralized Troubleshooting Aid	TL 1 5-75	8½ x 11 154 p.	41	MTSC	—	
	Vol. 4, Mechanic Fully Proceduralized Troubleshooting Aid	TL 1 5-75	8½ x 11 148 p.	41	MTSC	—	
	Vol. 5, Detailed Equipment Data	TL 1 5-75	26¾ x 11 76 p.	41	MTSC	—	
Hbk. MS-52	Postal Stamp Vending Machine						maintenance vending machine

1. ID#	2. Title	3. TL/ Date	4. Size	5. Distribution	6. Requisition	7. ASM Ref.	8. Key words
Chapter 5 — Facilities and Equipment — Continued							
	Vol. 1, SSPC Technician Job Guide	TL 1 5/75	8½ x 11 182 p.	41	MTSC	—	
	Vol. 2, Mechanic Job Guide	TL 1 5/75	8½ x 11 94 p.	41	MTSC	—	
	Vol. 3, SSPC Technician Fully Proceduralized Troubleshooting Aid	TL 1 5/75	8½ x 11 84 p.	41	MTSC	—	
	Vol. 4, Mechanic Fully Proceduralized Troubleshooting Aid (SIMM style)	TL 1 5/75	8½ x 11 82 p.	41	MTSC	—	
	Vol. 5, Detailed Equipment Data	TL 1 5/75	26¾ x 11 52 p.	41	MTSC	—	
Hbk. MS-53	70-Pound Parcel Post Scale Maintenance Model 7501-P	July 77	8½ x 11 22 p.	41	MTSC	—	maintenance scale parcel post
Hbk. MS-54	Color & Graphics Handbook—Post Office Interior Spaces	TL 1 10-74	11 x 8½ 98 p.	41	MTSC	—	facilities interior design graphics
Hbk. MS-54A	Graphics Handbook	Oct. 74	11 x 8½ 32 p.	41	MTSC		graphics interior design
Hbk. MS-55	Neighborhood Delivery and Collection Boxes	Aug. 74	8½ x 11 18 p.	41	MTSC		maintenance mailboxes
Hbk. MS-56	Fire Extinguishing Equipment	TL 1 8-75	7¾ x 10¼ 30 p.	41	MTSC	AS-5	maintenance safety fire extinguishers
Hbk. MS-57	Label Printing Machine (Model 40-16) and Power Feed Stand (Model 410)	TL 1 4-75	7¾ x 10¼ 58 p.	41	MTSC	—	maintenance label printer
Hbk. MS-58	Maintenance Performance Criteria	TL 1 4-75	7¾ x 10¼ 272 p.	41	MTSC	AS-5	maintenance
Hbk. MS-59	Multi-Position Letter Sorting Machine, Model 140/141 (ESP/ZMT)						maintenance
	Vol. A, Detailed System Data	TL 1 1-77	26-7/8x11 36 p.	41	MTSC	—	
	Vol. B, Echelon 1 and 2 Job Guide	TL 1 1-77	8 x 10½ 118 p.	41	MTSC	—	
	Vol. C, Echelon 2 Fully Proceduralized Troubleshooting Aid	TL 1 1-77	8½ x 11 50 p.	41	MTSC	—	
Hbk. MS-60	Electronic Sort Processor, Model 132						maintenance sort processor
	Vol A, Detailed Equipment Data, Parts, 1, 2, & 3 (3 SIMM style books, 118, 146, & 92 pages respectively)	TL 1 1-77	26¾ x 11 356 p.	41	MTSC	—	

1. ID#	2. Title	3. TL/ Date	4. Size	5. Distribution	6. Requisition	7. ASM Ref.	8. Key words
Chapter 5 — Facilities and Equipment — Continued							
	Vol. B, Echelon 1 and 2 Job Guide	TL 1 1-78	8½ x 11 72 p.	41	MTSC	—	
	Vol. C, Echelon 2 Fully Proceduralized Troubleshooting Aid	TL 1 1-78	8½ x 11 260 p.	41	MTSC	—	
	Vol. D, Maintenance Parts and Assemblies	TL 1 1-78	8½ x 11 202 p.	41	MTSC	—	
Hbk. MS-61	Multi-Position Letter Sorting Machine						maintenance MPLSM
	Vol A, Detailed Equipment Data, Parts 1, 2, & 3 (3 SIMM style books, 130, 140, & 76 pages respectively)	TL 1 1-77	26¾ x 11 346 p.	41	MTSC	—	
	Vol. B, Echelon 1 and 2 Job Guide	TL 1 1-78	8½ x 11 500 p.	41	MTSC	—	
	Vol. C, Echelon 2 Fully Proceduralized Troubleshooting Aid	TL 1 1-78	8½ x 11 172 p.	41	MTSC	—	
	Vol. D, Maintenance Parts and Assemblies	TL 1 1-78	8 x 10½ 746 p.	41	MTSC	—	
Hbk. MS-62	MPLSM Overhaul Procedures	TL 1 5-77	7¾ x 10¼ 184 p.	41	MTSC	AS-5	maintenance MPLSM
Hbk. MS-63	Maintenance Management Class A Offices	TL 2 8-78	8 x 10½ 200 p.	41	MTSC	AS-5,7	maintenance facilities equipment
Hbk. MS-64	Single Position Flat Sorting Machine, Models 200A & 200B						maintenance SPLSM
	Vol. A, General Equipment and Major Function	TL 1 9-79	7¾ x 10¼ 230 p.	41	MTSC	—	
	Vol. B, Detailed Assembly Information (Schematics and Text)	TL 1 9-79	7¾ x 10¼ 162 p.	41	MTSC	—	
	Vol. C, Detailed Assembly Information (Parts and Maintenance Data)	TL 1 8-79	7¾ x 10¼ 500 p.	41	MTSC	—	
Hbk. MS-65	Maintenance Management Class B Offices	TL 1 4-79	8 x 10½ 188 p.	41	MTSC	AS-5	maintenance facilities equipment
Hbk. MS-68	USPS Model 15 ZMT/LSM Operator Training Console	TL 1 7-79	8½ x 11 200 p.	41	MTSC	—	maintenance ZMT/LSM training
Hbk. MS-70	Intra-BMC Container—Lightweight	TL 1 8-80	8 x 11 114 p.	41	MTSC	AS-5	BMC container, containers
Hbk. P-15	Instructor's Guide for Training Mechanics Basic Mechanical Equipment	Nov. 68	7¾ x 10¼ 26 p.	31,41	SC		training maintenance

1. ID#	2. Title	3. TL/ Date	4. Size	5. Distribution	6. Requisition	7. ASM Ref.	8. Key words
Chapter 5 — Facilities and Equipment—Continued							
Hbk. P-16	Instructors Guide for Basic Maintenance Training	Dec. 68	7¾ x 10¼ 52 p.	31,41	SC	—	training maintenance
Hbk. RE-1	Realty Acquisition and Management	TL 3-7 6-82	7¾ x 10¼ 480 p.	31,34,42	RABC	AS-5	facilities real estate
Hbk. RE-2	Real Estate Tax Management	TL 1 9-76	7¾ x 10¼ 78 p.	31,34,42	RAB	—	facilities taxes real estate
Hbk. RE-3	Facilities Management System	TL 2 7-82	8 x 10½ 100 p.	34,42,60	O	—	facilities
Hbk. RE-4	Standards for Facility Accessibility by the Physically Handicapped	Nov. 79	8 x 10½ 32 p.	30,31,42	SC	AS-5	facilities handicapped planning
Hbk. RE-5	Building & Site Security Requirements	TL 2 6-81	8 x 10½ 20	30,31,33, 42	RAB	—	facilities security planning
Hbk. RE-6	Environmental Procedures	TL 2 7-82	8 x 10½ 46 p.	30,31,40, 42	RAB	AS-5	environment, NEPA
Hbk. RE-7	Lease Amendment Program	Jun. 80	8 x 10½ 32 p.	31,34,40,42	SC	—	facilities lease real estate
Hbk RE-8	USPS Facilities Design	5-82	4 x 9 17 p.	30,31	RAB	AS-5	facilities design and construction
Hbk RE-9	Energy Consumption System	TL 1 5-82	8 x 10½ 114 p.	59	SC	AS-5	energy, building
Hbk. S-3	Floors, Care and Maintenance	Sept. 69	6 x 9 35 p.	1	MTSC	AS-5	maintenance facilities
Hbk. S-20	Mailbag Depositories & Repair Centers—Operating Procedures	TL 4 3-79	8 x 10½ 30 p.	29,31,3	RAB	—	mailbags
Chapter 6 — Support Services							
Pub. 101	Engineering Change Board Organization Function and Change Processing Procedures	12-81	8 x 10½ 52 p.	30,31,39 51	SC	AS-6	equipment modifications engineering ECB
Hbk. AS-601	Index of Specifications	2-82	8½ x 11 90 p.	59	SC	AS-6	specifications purchase descriptions, standards
Hbk. E-4	Adjustable Platform Stools	Jan. 56	6 x 9 24 p.	41	EASC	—	platform stools
Hbk. E-5	Materials Handling and Associated Equipment	March 70	7¾ x 10¼ 40 p.	4	SC	—	equipment engineering
Hbk. E-9	Performance Feedback System	TL 1 3-81	8 x 11 58	30,31	O	AS-6,8	procedures application operation implementation

1. ID#	2. Title	3. TL/ Date	4. Size	5. Distribution	6. Requisition	7. ASM Ref.	8. Key words
Chapter 6 — Support Services — Continued							
Hbk. E-11	Standard Data Operator Instructions, Mail Processing Operations	TL 2 7-78	8 x 10½ 1523 p.	60	O	—	mail processing training engineering
E-14	Activity Analysis Procedure	1-82	8½ x 11 33 p.	30,34,40,41 43,57,58	SC	AS-6	procedures activity analysis
Hbk. M-25	Management Action Planning	Nov. 78	7¾ x 10¼ 22 p.	31	SC	—	planning MSC/BMC action plans
Hbk. M-32	Management Operating Data System for MOD 1 Offices	TL 7 7-79	7¾ x 10¼ 156 p.	22,31,34 37,41,46	RAB	—	PSDS planning
Hbk. M-33	Management Operating Data System for MOD 2 Offices	TL 1 9-75	7¾ x 10¼ 38 p.	34,37,41,46	RAB	—	PSDS planning forms
Chapter 7 — Procurement and Supply							
Pub. 7	Headquarters Supply Catalog	May 73	8 x 10½ 38 p.	30	O	—	catalog supplies
Pub. 24	Supply Catalog	TL 9 11-81	8 x 10½ 188 p.	1	RAB	AS-2,3 5,7	catalog supplies
Pub. 41	Postal Contracting Manual	TL 34 6-82	7¾ x 10¼ 1314 p.	60	RAB P/SD	AS-1,2,3 5,7	contracting procurement
Pub. 47	Equipment Catalog	TL 8 10-80	7¾ x 10¼ 140 p.	43,46,59	RAB	AS-5,7	catalog equipment
Pub. 151	Selling to the Postal Service	8-80	30 p.	59	SC*	—	procurement contracting
Hbk. AS-701	Supply Management	TL 2-3 6-82	8 x 10½ 94 p.	4,59	RAB	AS-7	supply equipment
Hbk. AS-702	Contracting for Food Service	TL 1 6-80	8 x 10½ 90	40,41,45 49	RAB	AS-7	food services contracting, Randolph-Sheppard Act
Hbk. AS-703	Field Guide to Purchasing and Requisitioning	TL 1 1-82	8 x 10½ 96	1,59	RAB	AS-3,5, 7	supplies and services procurement
Hbk. F-26	Property Accounting	TL 12 2-79	7¾ x 1¼ 72 p.	29,31,34 36,37,43 46	RAB	AS-7	property (capitalized) assets
Hbk. S-33	Shipping and Receiving Postal Service Property	TL 3 10-78	8 x 10 46 p.	4,6,16,31 34,36,43 47	RAB	AS-7	supply
Chapter 8 — Computer-Based Information Systems							
Pub. 195	ODIS—What it is—What it does	3-81	7¾ x 10¼ 24 p.	1	SC*	—	ODIS planning information systems
Hbk. ADP 2	Operating Standards	TL 3 7-80	8 x 10½ 174 p.	31,36,41 43	RAB	AS-8	computer

1. ID#	2. Title	3. TL/ Date	4. Size	5. Distribution	6. Requisition	7. ASM Ref.	8. Key words
Chapter 8 — Computer-Based Information Systems — Continued							
Hbk.ADP 4	Time-Sharing Option	1-82	8 x 10½ 46 p.	29,31,36 37,43	EASC*	AS-8	computer software
Hbk.ADP 5	Equipment Inventory	TL 3 2-80	8 x 10½ 108 p.	34,36,37 40,41,43	RAB	AS-8	computer hardware
Hbk.ADP 6	Librarian	Nov. 76	6 x 9 28 p.	31,36 37,43	EASC	AS-8	computer software
Hbk.ADP 7	Software Documentation Standards	TL 1 11-77	8 x 10½ 94 p.	60	RAB	AS-8	computer software
Hbk. M-16	Engineering Data Isolation Technique (EDIT)	8-80	7¾ x 10¼ 44 p.	31,34,39 40,49	RAB	—	EDIT MPLSM training
Hbk. M-60	Origin-Destination Information System	TL 7 8-81	8 x 10½ 74 p.	4,6,31,34 39,43,46	RAB	—	ODIS
Hbk. M-61	Origin-Destination System Data Collection Procedures	10-80	8 x 10½ 39 p.	4,6,31,34 39,43	SC	—	ODIS
Hbk. M-80	Interactive Postal Simulator (IPSIM)	TL 3 Jan. 77	8 x 10½ 116 p.	60	O	—	IPSIM MODS information system
Hbk.M-80A	Schedules and Schemes Information System	Sept. 79	8½ x 11 56 p.	60	O	—	information system software
Hbk. T-6	Technical Manual for Star Route Simulator (STARSIM) (Software)	TL 1 6-76	8 x 10½ 404 p.	31	O	—	STARSIM mail processing software
Hbk. T-6A	User's Manual for STARSIM System	TL 1 6-76	8 x 10½ 96 p.	31	O	—	STARSIM mail processing software

C. Codes

Distribution Codes

1. All postal facilities
    a. Except CAG L offices
    b. Except CAGs K + L offices
    c. Except CAGs H-L offices
    d. Except CAGs E-L offices
    e. Except CAGs C-L offices
2. All post offices
3. CAG A-C post offices
4. CAG A-G post offices
5. CAG D-L post offices
6. CAG H-J post offices
7. CAG A post offices
8. CAG B post offices
9. CAG C post offices
10. CAG D post offices
11. CAG E post offices
12. CAG F post offices
13. CAG G post offices
14. CAG H post offices
15. CAG J post offices
16. CAG K post offices
17. CAG L post offices
18. Post offices with classified stations and/or branches
19. Post offices with city delivery
20. Post offices with finance offices
21. Post offices with customer service representatives
22. Postal source data system (PSDS) post offices
23. Post offices with Express Mail service
24. Post offices with self-service postal centers (SSPC)
25. Post offices with medical personnel
26. Post offices with contract stations and branches
27. Multi-coded post offices
28. Post offices with lookout galleries.
29. **(Reserved)**
30. Headquarters
31. Regions
32. E&LR Information Centers
33. Inspection service personnel
34. Districts
35. District offices having bulk mail centers
36. Postal data centers (PDC)
37. Automatic data processing centers (ADPC)
38. Mailbag depositories and repair centers
39. PST&DI field centers
40. Management sectional centers (MSC)
41. Facilities with indicated mechanization, job title or mail service
42. Field real estate and building offices (FREBO)
43. Bulk mail centers (BMC)
44. Mail classification centers
45. Procurement services offices (PSO)
46. Transportation management offices (TMO)
47. Vehicle maintenance facilities (VMF)
48. Maintenance capable office
49. Area maintenance offices (AMO)
50. International exchange offices
51. Postal employee development centers (FEDC)
52. PEDCs serving BMCs
53. Airport Mail Facilities (AMF)
54. Military, APOs, FPOs
55. Facilities with Mark IIs
56. Compensation officers
57. Eastern Area Supply Center (EASC)
58. Western Area Supply Center (WASC)
59. Headquarters, HQ administrative supporting facilities, Regions, and Districts.
60. Unique distribution
61. Not distributed

Supply Source Codes

EASC	Send Form 7380 to the Eastern Area Supply Center, Somerville, NJ 08877
L	Indicates only installations on the original distribution may order the directive.
MTSC	Send Form 1286 to the Maintenance Technical Support Center, P.O. Box 1600, Norman, OK 73070.
O	To obtain copies, write directly to the originating department.
OK	Send Form 1286 to PST&DI Distribution Center, Correspondence Program, 1800 Rock Creek Road, Norman, OK 73069
PMG	Send request to Office of the Postmaster General, U.S. Postal Service, Washington, DC 20260.
P/F	Free to public. Installations should requisition enough copies to satisfy public requests.
SD	For sale to public by Superintendent of Documents, Washington, DC 20402.
RAB	Send Form 1286 to the Regional Administration Branch at your Regional headquarters address for approval/stock.
RCI	Send Form 1286 directly to the Regional Chief Inspectors for approval/stock.
RTC	Send Form 1286 to the Registrar, Technical Center, P.O. Box 1400, Norman, OK 73070
SC	Send form 7380 to EASC or WASC.
T	Not available to the public when supplies are low. The requestor is given an estimated date by which restocking is expected, and asked to resubmit the request at that time. Requestors having problems with this procedure may be directed to the USPS Records Officer at Headquarters.
WASC	Send Form 7380 to the Western Area Supply Center, Topeka, KS 66624.
(*)	An asterisk by any requisition code indicates that the Headquarters supply room has some stock of the directive to fill Headquarters requirements.

☆U.S. GOVERNMENT PRINTING OFFICE: 1982-381-483:160

Appendix B
Privacy Act Systems of Records

A. Explanation

Appendix B contains three sections relating to systems of records regulated by the *Privacy Act of 1974:*

1. *Section B.* Parts 226 and 268 of title 39, CFR, Postal Service regulations concerning the privacy of information.
2. *Section C.* A sequential inventory of personal records, provided for reference, listing record system descriptions by index number.
3. *Section D.* A listing of the approved Postal Service record systems that contain information about individuals.

B. Privacy Act Regulations

Title 39—Postal Service

PART 266—PRIVACY OF INFORMATION

Sec.

266.1 Purpose and Scope.
266.2 Policy.
266.3 Responsibility.
266.4 Collection and disclosure of personal information.
266.5 Notification.
266.6 Procedures for requesting inspection and copying.
266.7 Procedures for requesting amendment.
266.8 Schedule of fees.
266.9 Exemptions.

AUTHORITY: 39 U.S.C. 401; Pub. L. 93-579, 88 Stat. 1896.

SOURCE: 40 FR 45723, Oct. 2, 1975, unless otherwise noted.

§ 266.1 Purpose and scope.

This part is intended to protect individual privacy and affects all personal information collection and usage activities of the entire U.S. Postal Service. This includes the information interface of Postal Service employees to other employees, to individuals from the public at large, and to any private organization or governmental agency.

§ 266.2 Policy.

It is the policy of the U.S. Postal Service to insure that any record within its custody that identifies or describes any characteristic or provides historical information about an individual or that affords a basis for inferring personal characteristics, or things done by or to such individual; and the record of any affiliation with an organization or activity, or admission to an institution, is accurate, pertinent, complete, timely, relevant, and reasonably secure from unauthorized access. Additionally, it is the policy to provide the means for individuals to know: *(a)* of the existence of all Postal Service personal information systems, *(b)* the recipients and usage made of such information, *(c)* what personal information is optional or mandatory to provide to the Postal Service, *(d)* the procedures for individual review and update of all relevant personal information, *(e)* the reproduction fees for personal records, and *(f)* the procedures for individual legal appeal in cases of dissatisfaction.

§ 266.3 Responsibility.

(a) Records Officer. The Records Officer will insure Postal Service-wide compliance to this policy.

(b) Custodian. Custodians are responsible for adherence to this part within their respective units and in particular for affording individuals their rights to inspect and obtain copies of records concerning them.

(c) Information System Executive. These managers are responsible for reporting the existence of personal records systems, changes to the contents of those systems, and changes of routine use to the Records Officer and also for establishing the relevancy of information within those systems.

§ 266.4 Collection and disclosure of personal information.

(a) The following rules govern the collection of personal information throughout the Postal Service operations:

(1) The Postal Service will:

(i) Collect, solicit and maintain only such personal information as is relevant and necessary to accomplish a purpose required by statute or Executive Order,

(ii) Collect information, to the greatest extent practicable, directly from the subject individual when such information may result in adverse determinations about an individual's rights, benefits or privileges,

(iii) Inform any individual requested to disclose personal information whether that disclosure is mandatory or voluntary, by what authority it is solicited, the principal purposes for which it is intended to be used, the routine uses which may be made of it, and any penalties and specific consequences for the individual, which are known to the Postal Service, which will result from nondisclosure.

(2) The Postal Service will not discriminate against any individual who fails to provide personal information unless that information is required or necessary for the conduct of the system or program in which the individual desires to participate.

(3) No information will be collected (or maintained) describing how individuals exercise rights guaranteed by the First Amendment unless the Postmaster General specifically determines that such information is relevant and necessary to carry out a statutory purpose of the Postal Service.

(4) The Postal Service will not require disclosure of any individual's Social Security account number or deny a right, privilege or benefit because of the individual's refusal to disclose the number unless disclosure is required by Federal law.

(b) Disclosures. (1) Disclosure: Limitations On. The Postal Service will not disseminate personal information unless reasonable efforts have been made to assure that the information is accurate, complete, timely and relevant and unless:

(i) The individual to whom the record pertains has requested in writing that the information be disseminated, or

(ii) It has obtained the prior written consent of the individual to whom the record pertains, or

(iii) The dissemination is in accordance with paragraph (b)(2) of this section.

(2) Dissemination of personal information may be made:

(i) To a person pursuant to a requirement of the Freedom of Information Act (5 U.S.C. 552);

(ii) To those officers and employees of the Postal Service who have a need for such information in the performance of their duties;

(iii) For a routine use as contained in the system notices published in the FEDERAL REGISTER;

(iv) To a recipient who has provided advance adequate written assurance that the information will be used solely as a statistical reporting or research record, and to whom the information is transferred in a form that is not individually identifiable;

(v) To the Bureau of the Census for purposes of planning or carrying out a census or survey or related activity pursuant to the provisions of Title 13, U.S. Code;

(vi) To the National Archives of the United States as a record which has sufficient historical or other value to warrant its continued preservation by the United States Government, or for evaluation by the Administrator of General Services or his designee to determine whether the record has such value;

(vii) To a person pursuant to a showing of compelling circumstances affecting the health or safety of an individual, if upon such disclosure notification is transmitted to the last known address of such individual;

(viii) To a federal agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States for a civil or criminal law enforcement activity, if such activity is authorized by law and if the head of the agency or instrumentality has made a written request to the Postal Service specifying the particular portion of the record desired and the law enforcement activity for which the record is sought;

(ix) To either House of Congress or its committees or subcommittees to the extent of matter within their jurisdiction;

(x) To the Comptroller General or any of his authorized representatives in the course of the performance of the duties of the General Accounting Office;

(xi) Pursuant to the order of a court of competent jurisdiction.

(3) Names and Addresses of Postal Customers. The disclosure of lists of names or addresses of Postal customers or other persons to the public is prohibited (39 U.S.C. 412). Names or addresses will be disclosed only in those cases permitted by 39 CFR 265.6(d) relating to the Release of Information.

(4) Employee Credit References. A credit bureau or commercial firm from which an employee is seeking credit may be given the following information upon request: length of service, job title, and salary.

(5) Employee Job References. Prospective employers of a Postal employee or a former Postal employee may be furnished with the information in paragraph (b)(4) of this section, in addition to the date and reason for separation if applicable.

(c) Correction Disclosure. Any person or other agency to which a personal record has been or is to be disclosed shall be informed of any corrections or notations of dispute relating thereto affecting the accuracy, timeliness or relevance of that personal record.

(d) Recording of Disclosure. (*1*) An accurate accounting of each disclosure will be kept in all instances except those in which disclosure is made to Postal Service employees in the performance of their duties or is required by the Freedom of Information Act (5 U.S.C. 552).

(2) The accounting will be maintained for at least five (5) years or the life of the record, whichever is longer.

(3) The accounting will be made available to the individual named in the record upon inquiry, except for disclosures made pursuant to provision paragraph *(b)(2)(viii)* of this section relating to law enforcement activities.

§ 266.5 Notification.

(a) Notification of Systems. The following procedures permit individuals to determine the types of personal records systems maintained by the Postal Service.

(1) Upon written request, the Postal Service will notify any individual whether a specific system named by him contains a record pertaining to him. See § 266.6 for suggested form of request.

(2) The Postal Service shall publish annually in the FEDERAL REGISTER a notice of existence and character

of all personal systems of records. This notice will contain the following information:

(i) Name and location of the system,

(ii) Nature and purposes of the system,

(iii) Categories of individuals on whom personal information is maintained and categories of personal information generally maintained in the system,

(iv) Confidentiality requirements and the extent to which access controls apply to such information,

(v) Postal Service policies and standards regarding the safeguarding and disclosure of information, information storage, duration of retention of information, and elimination of such information from the system,

(vi) Routine uses made by the Postal Service of the personal information contained in the system, including the categories of users and the purpose of the use,

(vii) Title and official address of the custodian,

(viii) Procedures by which an individual can be informed if a system contains personal information pertaining to him, gain access to such information, and contest the accuracy, completeness, timeliness, relevance and necessity for retention of the information,

(ix) Categories of sources of such personal information,

(x) System status—either developmental or operational.

(b) Notification of Disclosure. The Postal Service shall make reasonable efforts to serve notice on an individual before any personal information on such individual is made available to any person under compulsory legal process when such process becomes a matter of public record. (Also see § 266.4(*b*) (*1*)(*ii*) and *(2)(vii).*)

(c) Notification of Amendment. (See § 266.7(*b*)(*3*) relating to amendment of records upon request.)

(d) Notification of New Use. Any newly intended use of personal information maintained by the Postal Service will be published in the FEDERAL REGISTER thirty (30) days before such use becomes operational. Public views may then be submitted to the Records Officer.

(e) Notification of Exemptions. The Postal Service will publish within the FEDERAL REGISTER its intent to exempt any system of records and shall specify the nature and purpose of that system. [40 FR 45724, Oct. 2, 1975; 40 FR 48512, Oct. 16, 1975]

§ 266.6 Procedures for requesting inspection and copying.

The purpose of this section is to provide procedures by which an individual may have access to personal information within a comprehensive format.

(a) Submission of Requests for Access. (1) Manner of Submission. Inquiries regarding the contents of records systems or access to personal information should be in writing and directed to the custodian of the official record, if known, or to the Records Officer, United States Postal Service, Washington, DC 20260. Inquiries should be clearly marked. "Privacy Act Request". Any inquiry concerning a specific system of records should provide the Postal Service with the information contained under "Notification" for that system as published in the FEDERAL REGISTER. If the information supplied is insufficient to locate or indentify the record, the requester will be notified promptly and, if possible, informed of additional information required. If the requester is not a Postal Service employee, he should designate the post office at which he wishes to review or obtain copies of records.

(2) Third Party Inquiries. Anyone desiring to review or copy records pertaining to another person must have the written consent of that person.

(3) Period for Response by Custodian. Upon receipt of an inquiry, the custodian will respond with an acknowledgement of receipt within ten (10) days. If the inquiry requires the custodian to determine whether a particular record exists, the inquirer shall be informed of this determination as a part of the acknowledgement letter.

(b) Compliance with Request for Access. (1) Notification of Time and Place for Inspection. When a requested record has been identified and is to be disclosed, the custodian shall ensure that the record is made available promptly and shall immediately notify the requester where and when the record will be available for inspection or copying. Postal Service records will normally be available for inspection and copying during regular business hours at the postal facilities at which they are maintained. The custodian may, however, designate other reasonable locations and times for inspection and copying of some or all of the records within his custody.

(2) Identification of Requester. The requester must present personal identification sufficient to satisfy the custodian as to his identity prior to record review. Examples of sufficient identification are a valid driver's license, medicare card, and employee identification cards.

(3) Responsibilities of Requester. The requester shall assume the following responsibilities regarding the review of official personal records:

(i) Requester must agree not to leave Postal Services premises with official records unless specifically given a copy for that purpose by the custodian or his representative.

(ii) Requester must sign a statement indicating he has reviewed a specific record(s) or category of record.

(iii) Requester may be accompanied by a person he so chooses to aid in the inspection of information; however, requester must furnish the Postal Service with written authorization for such review in that person's presence.

(4) Special Rules for Medical Records. A medical record shall be disclosed to the requester to whom it pertains unless, in the judgment of the custodian, access to such record could have an adverse effect upon such individual. When the custodian, in consultation with a medical doctor, determines that the disclosure of medical information could have an adverse effect upon the individual to whom it pertains, the custodian will transmit such information to a medical doctor named by the requesting individual.

(5) Limitations on Access. Nothing in this section shall allow an individual access to any information compiled in reasonable anticipation of a civil action or proceeding. Other limitations on access are those spe-

cifically addressed in §§ 266.6(b)(4) above and 266.9 below.

(c) Response When Compliance Is Not Possible. A reply denying a written request to review a record shall be in writing signed by the custodian or other appropriate official and shall be made only if such a record does not exist or does not contain personal information relating to the requester, or is exempt from disclosure. This reply shall include a statement regarding the determining factors of denial, and the right to obtain judicial review in a district court.

§ 266.7 Procedures for requesting amendment.

(a) Submission of Requests for Amendment. Upon review of a personal record pertaining to an individual, that individual may submit a request to amend the record. This request will be submitted in writing to the custodian and will include a statement of the amendment requested and the reasons therefor which normally will relate to such characteristics as relevance, accuracy, timeliness or completeness.

(b) Action To Be Taken by the Custodian. Upon receiving an amendment request, the custodian shall promptly:

(1) Acknowledge in writing receipt of the request within ten (10) working days,

(2) Make such inquiry as is necessary to determine whether the amendment is appropriate, and

(3) Correct or eliminate any information that is found to be incomplete, inaccurate, not relevant to a statutory purpose of the Postal Service, or not timely, and notify the requester when this action is complete, or

(4) Not later than thirty (30) working days after receipt of a request to amend, notify the requester of a determination not to amend and of the individual's right to appeal.

(c) Appeal Procedure. (1) If a request to inspect, copy, or amend a record is denied, in whole or in part, or if no determination is made within the period prescribed by this part, the requester may appeal to the U.S. Postal Service Privacy Appeals Officer, U.S. Postal Service, Washington, D.C. 20260.

(2) The requester should submit his appeal in writing within thirty (30) days of the date of denial, or within ninety (90) days of such request if the appeal is from a failure of the custodian to make a determination. The letter or appeal should include, as applicable:

(i) Reasonable identification of the record access to which or the amendment of which was requested.

(ii) A statement of the Postal Service action or failure to act and of the relief sought.

(iii) A copy of the request, of the notification of denial and of any other related correspondence.

(3) Any record found on appeal to be incomplete, inaccurate, not relevant, or not timely, shall within thirty (30) working days of the date of such findings be appropriately amended.

(4) The decision of the U.S. Postal Service Privacy Appeals Officer, constitutes the final decision of the Postal Service on the right of the requester to inspect, copy, change, or update a record. The decision on the appeal shall be in writing and in the event of a denial shall set forth the reasons for such denial and state the individual's right to obtain judicial review in a district court. An indexed file of decisions on appeals shall be maintained by the Records Officer.

(d) Submission of Statement of Disagreement. If the final decision does not satisfy the requester, any statement of reasonable length provided by that individual setting forth a position regarding the disputed information, will be accepted and included in the relevant personal record.

(e) Availability of Assistance in Exercising Rights. The USPS Records Officer is available to provide an individual with assistance in exercising rights pursuant to this part.

[40 FR 45723, Oct. 2, 1975, as amended at 41 FR 24709, June 18, 1976]

§ 266.8 Schedule of fees.

(a) Policy. The purpose of this section is to establish fair and equitable fees to permit reproduction of records to concerned individuals while substantially covering the direct costs incurred by the Postal Service.

(b) Reproduction. (1) For reproducing any paper or micrographic record or publication, the fee is $.10 per page. computer reports will be provided at $.015 per page. No charge will be made if the total fees authorized by this Part in compliance with a request or series of related requests is less than $1.00

(2) The Postal Service may at its discretion make coin-operated copy machines available at any location. In that event, the requester will be given the opportunity to make copies at his own expense.

(3) The Postal Service will not normally furnish more than one copy of any record.

(c) Limitations. No fee will be charged to any individual for the process of retrieving, or amending records.

§ 266.9 Exemptions.

(a) Subsections 552a *(j)* and *(k)* of Title 5, U.S. Code, empower the Postmaster General to exempt systems of records meeting certain criteria from various other subsections of section 552a. With respect to systems of records so exempted, nothing in this part shall require compliance with provisions hereof implementing any subsections of section 552a from which those systems have been exempted.

(b) Pursuant to, and to the extent permitted by, subsection 552a (j) and (k) of title 5, United States Code, the following systems of records maintained by the Postal Service are exempted from the designated subsections of section 552a of title 5, United States Code:

(1) Postal Inspection Service Investigative Files System from 5 U.S.C. 552a (c) (3) and (4), (d)(1)-(4), (e)(1)-(3), (e)(4) (G) and (H), (e) (5) and (8), (f), (g), and (m).

(2) Postal Inspection Service Mail Cover Program Records from 5 U.S.C. 552a (c) (3) and (4), (d)(1)-(4), (e)(1)-(3), (e)(4) (G) and (H), (e)(5), (e)(8), (f), (g), and (m).

(3) Postal Service Personnel Investigations Records from 5 U.S.C. 552a (d)(1)-(4) and (e)(1) to the extent

that information in the system is subject to exemption under 5 U.S.C. 552a(k)(5) as relating to the identity of a source who furnished information to the Government in confidence as a part of an investigation conducted solely for the purpose of determining suitability, eligibility, or qualifications of an individual for employment.

(*4*) Postal Service Recruiting, Examining and Placement Records from 5 U.S.C. 552a (d)(1)-(4), (e)(1), (e)(4) (G) and (H), and (f) to the extent that information in the system is subject to exemption pursuant to 5 U.S.C. 552a (k) (5) and (6) as relating to testing or examination material as to the identity of a source who has furnished information to the Government in confidence as a part of an investigation conducted solely for the purpose of determining suitability, eligibility or qualifications of an individual for employment.

(*5*) Postal Service Research and Test Validating Records from 5 U.S.C. 552a (d)(1)-(4), (e)(4) (G) and (H), and (f) to the extent that information in the system is subject to exemption pursuant to 5 U.S.C. 552a(k)(6) as relating to testing and examination material.

(*6*) Postal Service Equal Employment Opportunity Discrimination Complaint Investigations and Counselings from 5 U.S.C. 552a (d)(1)-(4), (e)(4) (G) and (H) and (f) to the extent that information in the system is subject to exemption pursuant to 5 U.S.C. 552a(k)(5) as material compiled for law enforcement purposes.

(*7*) Postal Service Postmaster Selection Program Records from 5 U.S.C. 552a (d)(1)-(4) and (e)(1) to the extent that information in the system is subject to exemption under 5 U.S.C. 552a(k)(5) as relating to the identity of a source who furnished information to the Government in confidence as a part of an investigation conducted solely for the purpose of determining suitability, eligibility, or qualifications of an individual for employment.

[40 FR 45723, Oct. 2, 1975, as amended at 42 FR 21471, Apr. 27, 1977]

PART 268—PRIVACY OF INFORMATION—EMPLOYEE RULES OF CONDUCT

Sec.
268.1 General principles.
268.2 Consequences of non-compliance.

§ 268.1 General principles.

In order to conduct its business, the Postal Service has the need to collect various types of personal information pertaining to its customers and employees. Information of this nature has been entrusted to the Postal Service, and employees handling it have an ethical obligation to hold it in confidence and to actively protect if from uses other than those compatible with the purpose for which the information was collected. This obligation is legally imposed by the Privacy Act of 1974, which places specific requirements upon all Federal agencies, including the Postal Service, and their employees. In implementation of these requirements, the following rules of conduct apply:

(*a*) Except as specifically authorized in § 266.4(b)(2) of this chapter, no employee shall disclose, directly or indirectly, any personal record to any person or organization. Managers are to provide guidance in this regard to all employees who must handle personal information.

(*b*) No employee will maintain a secret system of personal records. All personal records systems must be reported to the Records Officer.

(*c*) All employees shall adhere strictly to the procedures established by the United States Postal Service to ensure the confidentiality and integrity of personal information collected, maintained and used for official Postal Service business. Employees shall be held responsible for any infractions and/or violation of these procedures.

(39 U.S.C. 401; Pub. L. 93-579, 88 Stat. 1896)

[40 FR 45726, Oct. 2, 1975]

§ 268.2 Consequences of non-compliance.

(*a*) The Privacy Act authorizes any individual, whether or not an employee, to bring a civil action in United States District Court to obtain judicial review of the failure of the Postal Service to comply with the requirements of the Act or its implementing regulations. In certain instances of willful or intentional noncompliance, the plaintiff may recover damages from the Postal Service in the minimum amount of $1,000 together with costs of the action and attorney fees.

(*b*) The Act provides criminal sanctions for individuals, including employees, who violate certain of its provisions.

(*1*) Ay officer or employee who, by virtue of his employment or position, has possession of, or access to, official records which contain individually identifiable information and who, knowing that disclosure of the specific material is prohibited by Postal Service regulations, willfully discloses the material to a person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than $5,000.

(*2*) Any officer or employee who willfully maintains a system of records without meeting the notice requirements set forth in Postal Service regulations shall be guilty of a misdemeanor and fined not more than $5,000.

(*3*) Any person who knowingly and willfully requests or obtains any record concerning another individual from the Postal Service under false pretense shall be guilty of a misdemeanor and fined not more than $5,000.

(*c*) In addition to the criminal sanctions, any employee violating any provisions of these rules of conduct is subject to disciplinary action which may result in dismissal from the Postal Service.

(39 U.S.C. 401; Pub. L. 93-579, 88 Stat. 1896)

[40 FR 45726, Oct. 2, 1975]

C. Personal Systems Sequential Inventory

010 Collection and Delivery Records

.010 Address Change and Mail Forwarding Records, 010.010
.020 Boxholder Records, 010.020
.030 Carrier Drive-Out Agreements, 010.030
.040 City Carrier Route Records, 010.400
.050 Delivery of Mail Through Agents, 010.050
.070 Mailbox Irregularities, 010.070
.080 Rural Carrier Routes Records, 010.080

020 Communications (Public Relations)

.010 Biographical Summaries of Management Personnel for Press Release, 020.010

030 Equal Employment Opportunity

.010 EEO Discrimination Complaint Investigations, 030.010
.020 EEO Staff Selection Records, 030.020
.030 EEO Administrative Litigation Case Files, 030.030

040 Customer Programs

.010 Memo to Mailers Address File, 040.010
.020 Sexually Oriented Advertisements, 040.020

050 Finance Records

.005 Accounts Receivable File Maintenance, 050.005
.010 Employee Travel Records (Accounts Payable), 050.010
.020 Payroll System, 050.020
.040 Uniform Allowance Program, 050.040

060 Fraud and False Representation Records

.010 Consumer Protection Case Records, 060.010
.020 Prohibitory Order, 060.020

070 Inquiries and Complaints

.010 Correspondence Files of the Postmaster General, 070.010
.020 Government Officials' Inquiry System, 070.020
.040 Customer Complaint Records, 070.040

080 Inspection Requirements

.010 Investigative File System, 080.010
.020 Mail Cover Program Records, 080.020
.030 Vehicular Violations Records System, 080.030

090 Nonmail Service

.020 Passport Application Records, 090.020
.030 U.S. Savings Bonds Application Records, 090.030

100 Office Administration

.010 Carpool Coordination/Parking Records System, 100.010
.020 Customer Services Communicator Letter, 100.020
.050 Localized Employee Administration Records

110 Property Management

.010 Accountable Property Records, 110.010
.020 Possible Infringement of USPS Intellectual Property Rights, 110.020

120 Personnel Records

.020 Blood Donor Records System, 120.020
.035 Employee Accident Records, 120.035
.036 Discipline, Grievance and Appeals Records for Non-Bargaining Unit Employees, 120.036
.040 Employee Job Bidding Records, 120.040
.050 Employee Suggestion Control, 120.050
.060 Employment and Financial Interest Records, 120.060
.070 General Personnel Folders (Official Personnel Folders and Records Related Thereto), 120.070
.080 Master Minority File Records, 120.080
.090 Medical Records, 120.090
.098 Office of Workers' Compensation Program (OWCP) Record Copies, 120.098
.099 Injury Compensation, Payment Validation Records 120.099
.100 Performance Awards System Records, 120.100
.110 Preemployment Investigation Records, 120.110
.120 Personnel Research and Test Validation Records, 120.110
.121 Applicant Race, Sex, National Origin and Disability Status Records, 120.121
.130 Postmaster Selection Program Records, 120.130
.140 Program for Alcoholic Recovery (PAR), 120.140
.151 Recruiting, Examining and Appointment Records, 120.151
.152 Career Development and Training Records, 120.152
.153 Individual Performance Evaluation/Measurement, 120.153
.170 Safe Driver Awards Records, 120.170
.180 Skills Bank (Human Resources Records), 120.180
.190 Supervisors' Personnel Records, 120.190
.210 Vehicle Maintenance Personnel and Operators Records, 120.210
.220 Arbitration Case Files, 120.220
.230 Adverse Action Appeals (Administrative Litigation Case Files), 120.230
.240 Garnishment Case Files, 120.240

130 Philately

.010 Ben Franklin Stamp Club Sponsors and Direct Mail Responders Lists, 130.010
.020 Educators Stamp Fun Mailing Lists, 130.020
.040 Philatelic Product Sales and Distribution, 130.040

140 Postage

.020 Postal Meter Records, 140.020

150 Records and Information Management Records

.010 Information Disclosure Accounting Records (Freedom of Information Act), 150.010
.015 Freedom of Information Act Appeals System, 150.015
.020 Information Disclosure Accounting Records, (Privacy Act), 150.020
.025 Privacy Act Appeals System, 150.025

160 Special Mail Services

.010 Insured and Registered Domestic Mail Inquiry and Application for Indemnity Records, 160.010
.020 Insured and Registered International Mail Inquiry and Application for Indemnity Records, 160.020
.030 Express Mail Service Insurance Claims for Loss, Delay and Damage, 160.030

170 Statistical (Cost) Systems

.010 Workload Reporting Records, 170.010

190 Litigation Records

.010 Civil Action Case Files, 190.010
.020 National Labor Relations Board Administrative Litigation Case Files, 190.020
.030 Labor Law Topic Files

200 Nonmail Monetary Claims

.010 Relocation Assistance Claims, 200.010
.020 Monetary Claims Involving Present or Former Employees (Case Files), 200.020
.030 Tort Claims Records, 200.030

210 Contractor Records

.010 Architect Engineers Selection Records, 210.010
.020 Driver Screening System Assignment Records, 210.020
.030 Contractor Employee Fingerprint Records, 210.030

D. Privacy Act Systems of Records

The following points are relevant to Postal Service system of records provided in this document:

a. Most systems containing contract records, as well as other legal records relating to those contracts, are considered business records by the Postal Service, rather than systems of personal records, as that term is defined in the Privacy Act. Accordingly, these systems are not listed.

b. All Postal Service records described in this list are subject to:

1. The subpoena of a court of competent jurisdiction.

2. Review by Congress or one of its committees or subcommittees upon request.

3. The "routine use" portion of each system notice contains, as the first item, the system "purpose." The "purpose" is included to provide clarity and promote understanding of the system by the layman. It may be defined as that activity performed by those officers and employees of the Postal Service who have a need for component records of the system in the performance of their duties. Disclosure accounting is not maintained by the Postal Service for any activity listed as a "purpose."

USPS 010.010

System Name:

Collection and Delivery Records—Address Change and Mail Forwarding Records, 010.010

System Location:

Post Offices.

Categories of Individuals Covered by the System:

Postal customers requesting mail forwarding services from their local postal facilities.

Categories of Records in the System:

Records contain customer name, old address, new mailing address, mail forwarding instructions, effective date, information as to whether the move is permanent or temporary and the customer's signature.

Authority for Maintenance of the System:

39 U.S.C. 403, 404.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To provide mail forwarding and address correction services to postal customers who have changed address. Use—

1. Records about any named individual are made available to any member of public upon request.

2. Disclosure may be made to a congressional office from the record or an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

4. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

This source document is stored in filing cabinets at the delivery unit. They are filed alphabetically by name within month or quarter. Records generated from the source document are stored on cards or list forms or recorded on magnetic tape where central markup is computerized. These records are filed alphabetically by name and route number or zone.

Retrievability:

This system of records is indexed by name and address. Information may be retrieved by route number or ZIP Code where a computerized system is in use.

Safeguards:

Access to and use of these records are limited to those persons whose official duties require such access.

Retention and Disposal:

a. Source document retained for 1 year from effective date and then destroyed by shredding or burning.

b. Information on magnetic tape is retained for 1 year from effective date. At the end of that period, the tapes are erased.

System Manager(s) and Address:

APMG, Delivery Service Department, headquarters.

Notification Procedure:

Customers wishing to know whether information about them is maintained in this system of records should address inquiries to their local postmaster. Inquiries should contain full name and address, effective date of change order, route number (if known) and ZIP Code.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

The individual to whom the record pertains.

USPS 010.020

System Name:

Collection and Delivery Records—Boxholder Records, 010.020.

System Location:

Post Offices.

Categories of Individuals Covered by the System:

Postal customers who have applied for or expressed an interest in lockbox or caller services, whether for private or public use.

Categories of Records in the System:

Records are in printed or card form and contain name, addresses, telephone number, record of payment, lockbox service preference and the names of persons or agents whether family members, business associates, or employees.

Authority for Maintenance of the System:

39 U.S.C. 403, 404.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To provide post office box services to postal patrons.

Use—

1. To refer, where there is an indication of a violation or potential violation of a law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

2. Disclosed to a Federal, State or local government agency upon prior written certification that the information is required for the performance of its official business.

3. Disclosed to persons authorized by law to serve judicial process when necessary to serve process.

4. Disclosed to public when box is being used for purpose of doing or soliciting business with the public.

5. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

6. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

7. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

8. May be disclosed to a Federal or State agency providing parent locator services or to other authorized persons as defined by Public Law 93-647.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Information is stored on printed or card form filed in metal cabinets. In locations where the records have been automated, information may be found on magnetic tape, magnetic cards or mylar strips.

Retrievability:

Information is filed according to local needs, and the volume of records. Billing forms are filed numerically by box number within month in which rent is due. Applications are filed alphabetically, by name of individual or firm.

Safeguards:

Access limited to employees working in the boxholder section.

Retention and Disposal:

a. Billing forms are destroyed by shredding 2 years after closeout of the last entry.

b. Boxholder applications are retained for 2 years after termination of the rental.

c. Lockbox preference questionnaire forms are retained for six months after termination of survey.

System Manager(s) and Address:

APMG, Delivery Services Department.

APMG, Finance Department, Headquarters.

APMG, Rates & Classification Department, Headquarters.

Notification Procedure:

Inquiries should be addressed to the local postmaster, requestors in person should identify themselves with drivers license, military, government or other form of identification.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

The individual to whom the record pertains.

USPS 010.030

System Name:

Collection and Delivery Records—Carrier Drive-Out Agreements, 010.030.

System Location:

District Offices, Sectional Centers, Post Offices, Postal Data Centers.

Categories of Individuals Covered by the System:

Letter carriers who use privately owned vehicles to transport the mails pursuant to a valid agreement with the local postmaster.

Categories of Records in the System:

Information in these records contain Route Number, name and address of carrier, social security number and effective dates of the agreement.

Authority for Maintenance of the System:

39 U.S.C. 1206.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To provide reimbursement to carriers driving their own vehicles.

Use—

1. Provide necessary tax information to Internal Revenue Service.

2. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

3. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

6. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

7. Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Information is contained on preprinted forms, magnetic tape and computer printout reports.

Retrievability:

The system is indexed by employees' social security number, pay location number and pay period.

Safeguards:

Normal precautions of filing equipment and limited access and the physical security measures of the computer facility.

Retention and Disposal:

Magnetic tape records are retained for two calendar years (January-December) and then deleted. Source forms are retained until a new or changed agreement and then destroyed by shredding or burning after 1 year.

System Manager(s) and Address:

APMG, Delivery Services Department, Headquarters.

Notification Procedure:

A carrier wishing to know if there is information in this system of records concerning him should notify the post office worked of the pay periods the agreement was in force, the route worked, give his name and social security number.

Record Access Procedures:

See Notification above.

Record Source Categories:

The individual to whom the record pertains.

USPS 010.040

System Name:

Collection and Delivery Records—City Carrier Route Records, 010.040.

System Location:

Postal Service Headquarters, Regional Headquarters, District Offices, Sectional Centers, Post Offices, Automatic Data Processing Centers, Postal Data Centers and ADP Contractor sites.

Categories of Individuals Covered by the System:

Letter carriers, substitute carriers and flexible employees.

Categories of Records in the System:

Employee name, social security account number, age, route number, length of service, leave time and whether or not a transportation agreement exists. It also includes information pertaining to work load, work schedule, performance analysis and individual's work habits. Inspection reports of employees, work load and work load adjustments. Employee and Examiner's comments on route adjustments and inspections. Statistical engineering record of carrier and route characteristics.

Authority for Maintenance of the System:

39 U.S.C. 403, 404.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To assist management in evaluating mail delivery and collection operations and administering these functions efficiently.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether Federal, State or local charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

2. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

5. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

6. Information contained in this system of records may be disclosed to an authorized investigator appointed by the Civil Service Commission, upon request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issued involved in the complaint.

7. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Information is contained on printed forms, computerized media, computer printouts.

Retrievability:

The system is indexed by route number, employee name, or postal facility name.

Safeguards:

Access to and use of these records are limited to those persons whose official duties require such access.

Retention and Disposal:

Route inspection records are retained for 2 years where inspections are made annually or more frequently, and for 5 years where inspections are made less than annually. Disposal of records is by shredding or burning.

b. Other records in system are retained for a period of up to 1 year depending upon the criticality of the information and then destroyed by shredding or burning.

c. Statistical engineering records are retained for 5 years and then further retained on a year-by-year basis as specifically justified.

System Manager(s) and Address:

APMG, Delivery Services Department, Headquarters; SAPMG Operations Group, Headquarters (Statistical Engineering Records).

Notification Procedure:

Inquiries should contain employees name and social security number, specify the type of information being requested, and forwarded to post office where employed.

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

From employees, carrier supervisors, and route inspectors.

USPS 010.050

System Name:

Collection and Delivery Records—Delivery of Mail Through Agents, 010.050.

System Location:

Sectional Centers, Post Offices.

Categories of Individuals Covered by the System:

Postal customer requesting delivery of mail through an agent and the agent to whom the mail is to be delivered.

Categories of Records in the System:

Records contain the name and address of customer, name and address of agent and the signatures of both parties.

Authority for Maintenance of the System:

39 U.S.C. 403, 404.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—It serves as the written authority for the delivery of mail other than as addressed.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

2. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Records are maintained in file cabinets on pre-printed forms.

Retrievability:

Forms are filed by customer name.

Safeguards:

Access is limited to postal employees in the delivery section.

Retention and Disposal:

Records are maintained until contract is terminated then destroyed by shredding.

System Manager(s) and Address:

APMG, Delivery Services Department.

Notification Procedure:

Submit to local postmaster proof of personal identity and name.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Co-signers of the request for delivery of mail through an agent.

USPS 010.070

System Name:

Collection and Delivery Records—Mailbox Irregularities, 010.070.

System Location:

District Offices, Sectional Centers, Post Offices.

Categories of Individuals Covered by the System:

Postal Service customers whose mailbox does not comply with USPS standards and regulations.

Categories of Records in the System:

Information consists of the reports of irregularities as submitted by the carrier or route inspector, the name and address of customer and the date and signature of the postmaster.

Authority for Maintenance of the System:

39 U.S.C. 403, 404.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—to provide for the efficient delivery of the mail.

Use—

1. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

2. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Information is recorded on pre-printed forms.

Retrievability:

Information is organized around route number.

Safeguards:

File in cabinets and access is limited to those USPS personnel having a working requirement.

Retention and Disposal:

Retained for one year after completed action and destroyed by shredding or burning.

System Manager(s) and Address:

APMG, Delivery Services Department, Headquarters.

Notification Procedure:

Information may be obtained from the local postmaster, by presenting identification as to name and address and zip code.

Record Access Procedures:

Make request of the local postmaster.

Contesting Record Procedures:

Make request of the local postmaster.

Record Source Categories:

Carrier or route inspector.

USPS 010.080

System Name:

Collection and Delivery Records—Rural Carrier Routes, 010.080.

System Location:

Post Offices having rural carriers operations; Delivery Services Department, Sectional Centers; Regions; Districts; Postal Data Centers.

Categories of Individuals Covered by the System:

Postal Service customers receiving rural mail delivery services, and rural carriers, substitute carriers and flexible employees.

Categories of Records in the System:

Records contained in this system are: Employee workload, work schedule and performance analysis. Inspection reports of employees, workload and workload adjustments, route travel description, employee and examiners' comments on adjustments and inspection. Employee name, route number, age, length of service, physical condition, quality of service and vehicle adequacy. Customer addresses and names of persons at address location (Some rural routes only).

Authority for Maintenance of the System:

39 U.S.C. 403, 404.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—to assist management in evaluating rural mail delivery and collection operations and administering these functions efficiency and provide basis for payment of salary and vehicle maintenance allowance carriers.

Use—

1. Provide Bureau of the Census, Department of Commerce address information as requested to assist them in their statutory requirement of census taking.

2. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency whether Federal, State, or local, charged with the responsibility of investigating or presecuring such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

3. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

6. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

7. Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713 and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

8. Inactive records may be transferred to a GSA Federal Records Center for storage prior to destruction.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Preprinted forms or lists in ordinary file equipment or on computer tape and printouts.

Retrievability:

Records are maintained by name and address of customer, and by route number, employee name or postal facility name.

Safeguards:

Access to and use of these records are limited to those persons whose official duties require such access.

Retention and Disposal:

a. Records in card or list form are maintained as long as the customer resides on the route; they are destroyed by shredding one year after the customer moves.

b. Route travel description records, and establishment and discontinuance orders are retained until route is discontinued and then transferred to the Federal Records Center within two years after discontinuance date.

c. Trip reports are retained for three years and then disposed of by shredding or burning. *94d.* Route inspection reports and mail count records (mail counts made annually or more frequently) are retained for two years. Where mail counts are made less than annually records are retained until the next mail counts. Disposal of records is by shredding or burning.

e. Other carrier records in system are retained for a period of up to one year depending upon the criticality of the information and then destroyed by shredding or burning.

System Manager(s) and Address:

APMG, Delivery Services Department, Headquarters.

Notification Procedure:

Customers wishing to know whether information about them is maintained in this system of records should address inquiries to their local postmaster. Inquiries should contain full name and address. Employee inquiries should state employee name and social security number, route number, specify the type of information being requested, and forward to post office where employed.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

The customer to whom the record pertains and from employees, carrier supervisors and route inspectors.

USPS 020.010

System Name:

Communications (Public Relations)—Biographical Summaries of Management Personnel for Press Release, 020.010

System Location:

Office of Public and Media Relations, Headquarters.

Office of Communications and Public Affairs, Regional Headquarters.

Categories of Individuals Covered by the System:

USPS executives, directors and managers to include regional staff officers, division directors, district managers, sectional center managers and other key management officials who may have frequent contact with news media or public speaking engagements.

Categories of Records in the System:

Biographical summaries on sheets of paper plus photographs. Summaries include information as to present title and responsibility, length of service, age, place of birth, marital status and participation in local community activities.

Authority for Maintenance of the System:

39 USC 401, 1001.

Routine Uses of Records Maintained in the System, including Categories of Users and the Purposes of Such Uses:

Purpose and Routine.

Use—

1. To provide the public with background information on postal management personnel in connection with public relations matters such as speaking engagements, media appearances, appearances before civic, fraternal and employee organizations.

2. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Information is maintained on regular bond paper in file cabinets.

Retrievability:

Information is filed by name and title.

Safeguards:

File cabinets are located in communications offices where information is available only to individuals having a need for access.

Retention and Disposal:

a. Biographical sketches maintained at regions are retained while the individual is assigned within the region. If individual is promoted to or assigned to a position within the USPS outside the Region, biographical information is forwarded to the appropriate Public Affairs office; if employment with the USPS is terminated, the sketch is destroyed by shredding.

b. Biographical sketches maintained at USPS, Washington, D.C. are retained indefinitely.

System Manager(s) and Address:

APMG, Employee and Public Communications, Headquarters.

Notification Procedure:

Inquiries should contain name and position held and presented to the Manager of Communications and Public Affairs where currently, or previously, employed.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

The individual to whom the record pertains.

USPS 030.010

System Name:

Equal Employment Opportunity—EEO Discrimination Complaint Investigations, 030.010

System Location:

Office of Equal Employment Compliance, Employee Relations Headquarters, EEO Office at Regions, Post Offices, Sectional Centers, Bulk Mail Centers, Automatic Data Processing Centers and Postal Data Centers.

Categories of Individuals Covered by the System:

Current and former postal employees, applicants for positions within the USPS and third party complainants.

Categories of Records in the System:

Records contain names, work locations, dates, social security numbers, and other information as included on affidavits, interviews and investigative forms.

Authority for Maintenance of the System:

Public Law 92-261, Equal Employment Act of 1972; Executive Order 11478.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—Used by EEO officers and the Equal Employment Opportunity Commission: to adjudicate complaints of alleged discrimination and to evaluate the effectiveness of the EEO Program.

Use—

1. Information contained in this system of records may be disclosed to an authorized investigator appointed by the Equal Employment Opportunity Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 29 CFR 1613, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

2. Disclosed to courts and counsel in the event of litigation.

3. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

4. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

5. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

6. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

7. Inactive records may be transferred to a GSA Federal Records Center for storage prior to destruction.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:

Storage:

Records are maintained in paper case files. Status information required by the Equal Employment Opportunity Commission is maintained on ADP records.

Retrievability:

Files are accessed by case number, the custodian must also be furnished with the name of the complainant and the place where the complaint was filed. Case number consists of the last two digits of the year with case in chronological sequence.

Safeguards:

Case files are maintained in file cabinets within locked rooms. ADP records are protected with password security.

Retention and Disposal:

a. Precomplaint records—Counselor's notes are destroyed three months after a formal report is submitted to the EEO officer or three months following the final adjustment when made at that level.

b. Formal complaint records—All closed cases are removed from the system quarterly. Each closed case is retained as follows: Official file, 4 years; any copies, 1 year; background documents not in case file, 3 years.

c. ADP records—Closed case information is removed quarterly and stripped of personal identifiers. It is then moved to an inactive file (Not a system of records) for future comparative analyses.

System Manager(s) and Address:

APMG, Employee relations department, Headquarters.

Notification Procedure:

Individuals interested in finding out if there is information in this records system pertaining to them should contact EEO officers at the Region or Headquarters level, giving complainant name, postal location, region, file number and year.

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

Information is received from the complainant, respondent and from investigations and interviews.

Systems Exempted From Certain Provisions of the Act:

Reference 39 CFR 266.9 for details.

USPS 030.020

System Name:

Equal Employment Opportunity—Equal Employment Opportunity Staff Selection Records, 030.020.

System Location:

Employee Relations Department, Headquarters, Regional Headquarters, Federal Records Centers.

Categories of Individuals Covered by the System:

Candidates considered by Promotion Boards for EEO staff position.

Categories of Records in the System:

Name of candidate, level, address, service computation date, date of birth, Social Security Number, postal background, personal information required to assess employee qualifications for position, estimate of potential and record of members of Board.

Authority for Maintenance of the System:

30 U.S.C. 1001, Executive Orders 11478 and 11590.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To provide headquarters with information needed to complete selection process.

Use—

1. USPS Promotion Board reviews these records to determine applicant's eligibility for appointment.

2. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any state of the legislative coordination and clearance process as set forth in that Circular.

3. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

6. Information contained in this system of records may be disclosed to an authorized investigator appointed by the Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

7. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Forms, paper files.

Retrievability:

Name of applicant and pay location.

Safeguards:

Maintained in locked file cabinets within secured facility.

Retention and Disposal:

Records are transferred to the Federal Records Center and maintained indefinitely.

System Manager(s) and Address:

APMG, Employee Relations Department, Headquarters.

Notification Procedure:

Inquiries should be addressed to the head of the facilities where application was made. Inquiries should contain full name, position applied for, the date the Promotion Board met and Social Security Number.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Employee, and employee personnel data.

USPS 030.030

System Name:

Equal Employment Opportunity—EEO Administrative Litigation Case Files, 030.030

System Location:

Law Department, Regional and National Headquarters.

Categories of Individuals Covered by the System:

Employees and applicants for employment involved in EEO Litigation.

Categories of Records in the System:

(*a*) Formal pleadings and memoranda of law;
(*b*) Other relevant documents;
(*c*) Miscellaneous notes and cases analyses prepared by Postal Service attorneys and other personnel;
(*d*) Correspondence and telephone records.

Authority for Maintenance of the System:

39 U.S.C. 401, 409(d)

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—This information is used to provide legal advice and representation to the Postal Service.

Use—

1. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

2. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body or other tribunal.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Transferred to Department of Justice, when needed by that department to perform properly its duties as legal representative of the Postal Service.

5. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:

Paper documents and computer tape/disk.

Retrievability:

By name of litigant(s).

Safeguards:

Folders containing paper documents are kept in locked filing cabinets under the general scrutiny of Postal Service attorneys. Computer terminals and tape/disk files are located in a secured area.

Retention and Disposal:

Selected records are maintained on an active basis until subject matter has no information value and on an inactive basis for an additional three years. All other records are maintained for five years. Paper records are shredded and computer tape/disk records are erased at the end of retention period.

System Manager(s) and Address:

General Counsel, Law Department, Headquarters.

Notification Procedure:

Persons interested in reviewing records within specific case files should submit their name, and case number, if known, to the General Counsel, Law Department, National Headquarters.

Record Access Procedures:

See System Manager above.

Contesting Record Procedures:

See System Manager above.

Record Source Categories:

(*a*) Individuals involved in EEO Litigation;

(*b*) Counsel(s) and other representative(s) for parties in action other than Postal Service;

(*c*) Other individuals involved in the development of EEO litigation. Source documents include administrative complaints/action file, and other records relevant to the case.

USPS 040.010

System Name:

Customer Programs—Memo to Mailers Address File, 040.010.

System Location:

USPS Headquarters, Customer Services Department and at a contractor site.

Categories of Individuals Covered by the System:

Subscribers to Memo to Mailers monthly newsletter.

Categories of Records in the System:

Subscribers' mailing addresses and status of membership in Postal Customers Councils.

Authority for Maintenance of the System:

39 USC 403, 404.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To prepare mailing labels for the monthly mailing of Memo to Mailers.

Use—

1. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

2. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Magnetic tape and computer printout.

Retrievability:

Records are maintained by subscriber's name, city, state and ZIP Code.

Safeguards:

The list contractor is forbidden by contract to use the list for any other means than to produce mailing labels for the U.S. Postal Service.

Retention and Disposal:

The master file is maintained indefinitely, and is updated each month.

System Manager(s) and Address:

APMG, Customer Services Department, Headquarters.

Notification Procedure:

Persons wishing to know whether information about them is maintained in this system of records should address inquiries to the System Manager and supply their name and address.

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

Subscribers, Postmaster, USPS Customer Service Representatives.

USPS 040.020

System Name:

Customer Programs—Sexually Oriented Advertisements, 040.020.

System Location:

Rates and Classification Department, Headquarters: Postal Data Center, Headquarters; Postal Data Center, New York; Postal Inspector-in-Charge NYC and Los Angeles, CA.

Categories of Individuals Covered by the System:

Any adult who elects to have his name and address and that of his children under 19 years of age, placed on the list of persons who do not wish to receive sexually oriented advertisements through the mail.

Categories of Records in the System:

Records contain the name and address of head of household or other adult, the names and birth dates of children under 19 years of age.

Authority for Maintenance of the System:

39 U.S.C. Section 3010.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To maintain a list, available to mailers of sexually oriented advertisements, of persons desiring not to receive such matter through the mails.

Use—

1. Upon payment of prescribed fee, provide mailers of sexually oriented advertisements a list of individuals who do not wish to receive SOA.

2. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:

Storage:

Information is stored on magnetic tape, computer printouts, microfiche cards and preprinted forms.

Retrievability:

Information is stored in ZIP Code sequence and in application number sequence.

Safeguards:

Printouts and microfiche are retained by the Office of Mail Classification and Postal Inspection Service; hard copy is maintained in file cabinets at Headquarters with limited access.

Retention and Disposal:

a. Names are retained on the computerized list for a maximum of five years.

b. Forms, printouts and microfiche are retained for five years.

c. Records are destroyed by shredding; computer records by erasing.

System Manager(s) and Address:

APMG, Rates and Classification Department, Headquarters.

Notification Procedure:

Customers will furnish the system manager their name, address, application number and the date of filing.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Customers filing to have their names placed on lists so as not to receive SOA.

USPS 050.005

System Name:

Finance Records-Accounts Receivable File Maintenance, 050.005.

System Location:

Postal Data Centers.

Categories of Individuals Covered by the System:

Present and former employees, contractors, vendors and other individuals indebted to the Postal Service.

Categories of Records in the System:

Invoice number, location name, Social Security Number, employee name, designation code.

Authority for Maintenance of the System:

39 U.S.C. 401.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To monitor and record collections made by the USPS.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

2. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

3. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

6. Information contained in this system of records may be disclosed to an authorized investigator appointed by the Equal Employment Opportunity Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 29 CFR 1613 and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

7. Records in this system are subject to review by an independent certified public accountant during an official audit of Postal Service finances.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Records are maintained on printed forms, punched cards and magnetic tapes.

Retrievability:

Records normally retrieved by invoice number may be retrieved, when necessary, by name of employee, contractor, vendor, or other indebted individual.

Safeguards:

Authorization is limited to personnel of the General Accounting Section. Computerized records are subject to the security of the computer room.

Retention and Disposal:

All information is retained for four years after claim is payed and then destroyed by burning or scratched.

System Manager(s) and Address:

APMG, Finance Department, Headquarters.

Notification Procedure:

Individuals requesting information from this system of records will apply to the pertinent postal facility and present the debtor's name and Social Security Number.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Information is passed to this system from the Payroll Section. General Accounting Section, Claims Section, and Postmasters and Regional Offices.

USPS 050.010

System Name:

Finance Records—Employee Travel Records (Accounts Payable), 050.010.

System Location:

Postal Data Centers, Postal Service Personnel Offices.

Categories of Individuals Covered by the System:

USPS Employees on official travel.

Categories of Records in the System:

Travel vouchers and travel advances containing employee name, social security number, Finance Number, basic travel information, and relocation data.

Authority for Maintenance of the System:

39 U.S.C. 1001, 2008.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—Reimburse Employees for official travel.
Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

2. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

3. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

6. Information contained in this system of records may be disclosed to an authorized investigator appointed by the Equal Employment Opportunity Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 29 CFR 1613, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

7. Records in this system are subject to review by an independent Certified Public Accountant during an official audit of Postal Service finances.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Information is recorded on pre-printed forms and magnetic tape.

Retrievability:

Information is indexed by social security number.

Safeguards:

Access is subject to computer center access control.

Retention and Disposal:

Retained four years after payment and destroyed by burning or magnetic tape by scratching and reuse.

System Manager(s) and Address:

APMG, Finance Department, Headquarters.

Notification Procedure:

Requests for information should be presented to Employee's Personnel Officer, furnishing name and social security number.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Information is received from the employee filing a voucher.

USPS 050.020

System Name:

Finance Records—Payroll System, 050.020

System Location:

Payroll system records are located and maintained in all Departments, facilities and certain contractor sites of the Postal Service. However. Postal Data Centers are the main locations for payroll information. Also, certain information from these records may be stored at emergency records centers.

Categories of Individuals Covered by the System:

USPS employees and postmaster relief/replacement employees.

Categories of Records in the System:

Records contain general payroll information including retirement deduction, family compensations, benefit deductions, accounts receivable, union dues, leave data, tax withholding, allowances, FICA taxes, salary, name, social security number, payments to financial organizations, dates of appointment or status changes, designation codes, position titles, occupation codes, addresses, records of attendance, and other relevant payroll information. Also includes automated Form 50 records.

Authority for Maintenance of the System:

39 USC 401, 1003, 5 USC 8339

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—

1. Information within the system is for handling all necessary payroll functions and for use by employee supervisors for the performance of their managerial duties.

2. To provide information to USPS management and executive personnel for use in selection decisions and evaluation of training effectiveness. These records are examined by the Selection Committee and Regional Postmasters General.

3. To compile various lists and mailing lists, i.e., Postal Leader, Women's Programs, Newsletter, etc.

4. To support USPS Personnel Programs such as Executive Leadership, Non-Bargaining Positions Evaluations of Probationary Employees, Merit Evaluations, Membership and Identification Listings, Emergency Locator Listings, Mailing Lists, Women's Programs, and to generate retirement eligibility information and analysis of employees in various salary ranges.

Use—

1. Retirement Deduction—To transmit to the Office of Personnel Management a roster of all USPS employees under Title 5 USC, Section 8334, along with a check.

2. Tax Information—To disclose to Federal, State and local government agencies having taxing authority, pertinent records, relating to individual employees, including name, home address, social security number, wages and taxes withheld for other jurisdiction.

3. Unemployment Compensation Data—To reply to State Unemployment Offices at the request of separated USPS employees.

4. Employee Address File—For W-2 tax mailings and Postal mailing such as Postal Life, Postal Leaders, etc.

5. Salary payments and allotments to financial organizations—To provide pertinent information to organizations receiving salary payments or allotments as elected by the employee.

6. FI (SS Tax) Deduction—To SS Administration as record of earnings under the SS act for all casual employees not under retirement.

7. Determine eligibility for coverage and payment of benefits under the Civil Service Retirement System, the Federal Employees' Group Life Insurance Program and the Federal Employees Health Benefits Program and transfer related records as appropriate.

8. Determine the amount of benefit due under the Civil Service Retirement System, the Federal Employees' Group Life Insurance Program and the Federal Employees' Health Benefits Program and authorizing payment of that amount and transfer related records as appropriate.

9. Transfer to Office of Workers' Compensation Program. Veterans Administration Pension Benefits Program, Social Security Old Age, Survivor and Disability Insurance and Medicare Programs, military retired pay programs, and Federal Civilian employee retirement systems other than the Civil Service Retirement System, when requested by that program or system or by the individual covered by this system of records, for use in determining an individual's claim for benefits under such system.

10. Transfer earnings information under the Civil Service Retirement System to the Internal Revenue Service as requested by the Internal Revenue Code of 1954, as amended.

11. Transfer information necessary to support a claim for life insurance benefits under the Federal Employees' Group Life Insurance, 4 East 24th Street, New York, NY 10010.

12. Transfer information necessary to support a claim for health insurance benefits under the Federal Employees' Health Benefits Program to a health insurance carrier or plan participating in the program.

13. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature to the appropriate agency whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

14. To request or provide information from or to a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement or other pertinent information, such as licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefits.

15. As a data source for management information for production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related personnel management functions or manpower studies; may also be utilized to respond to general requests for statistical information (without personal identification of individuals) under the Freedom of Information Act or to locate specific individuals for personnel research or other personnel management functions.

16. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

17. Certain information pertaining to Postal Supervisors may be transferred to the National Association of Postal Supervisors.

18. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

19. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

20. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

21. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

22. To provide data for the automated Central Personnel Data File (CPDF) maintained by the Office of Personnel Management.

23. Information contained in this system of records may be disclosed to an authorized investigator appointed by the Equal Employment Opportunity Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 29 CFR 1613, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

24. Records in this system are subject to review by an independent certified public accountant during an official audit of Postal Service finances.

25. May be disclosed to a Federal or State agency providing parent locator services or to other authorized persons as defined by Public Law 93-647.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Preprinted forms, magnetic tape, microforms, punched cards, computer reports and card forms.

Retrievability:

These records are organized by location, name and social security number.

Safeguards:

Records are contained in locked filing cabinets; are also protected by computer passwords and tape library physical security.

Retention and Disposal:

Records are retained and updated throughout employment with the Postal Service. Upon separation records become historical data, this data is retained at the local site for two years then forwarded to the Federal Records Center nearest the pay location.

System Manager(s) and Address:

APMG, Payroll Systems Department, Headquarters, APMG, Employee Relations Department.

Notification Procedure:

Request for information on this system of records should be made to the head of the facility where employed, giving full name and social security number. Headquarters employees should submit requests to the System Manager.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Information is furnished by employees, supervisors and the Postal Source Data System.

USPS 050.040

System Name:

Finance Records—Uniform Allowance Program, 050.040.

System Location:

Postal facilities employing personnel entitled to uniform allowances and the Postal Data Center, St. Louis, MO 63180.

Categories of Individuals Covered by the System:

USPS Employees entitled to uniform allowances.

Categories of Records in the System:

Information maintained includes name, social security number, designation code, account balance and pay location.

Authority for Maintenance of the System:

39 U.S.C. 1206.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To fund the procurement of uniforms.
Use—

1. Certain information may be furnished to a duly licensed uniform vendor from whom individual employees have made purchases for the purpose of accounting for payments.

2. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

3. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

6. Information contained in this system of records may be disclosed to an authorized investigator appointed by the Equal Employment Opportunity Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 29 CFR 1613, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

7. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

8. Records in this system are subject to review by an independent certified public accountant during an official audit of Postal Services finances.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Information is maintained on preprinted forms, microfilm and magnetic tape.

Retrievability:

Systems of records is indexed by social security number.

Safeguards:

Forms are kept in file cabinets and magnetic tape and microfilm is subject to Computer Center access control.

Retention and Disposal:

a. The Uniform Allowance Payment Record Card is destroyed by shredding or burning six months after payment.

b. Pay listing information is retained for twelve years and then destroyed by shredding or burning.

System Manager(s) and Address:

APMG, Finance Department, Headquarters.

Notification Procedure:

Correspond with the head of the facility where employed, furnishing name and social security number.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Payroll system and Postmasters have input to this system of records.

USPS 060.010

System Name:

Fraud and False Representation Records—Consumer Protection Case Records, 060.010

System Location:

Consumer Protection Office, Law Department, USPS Headquarters.

Categories of Individuals Covered by the System:

Respondents in proceedings initiated pursuant to 39 U.S.C. subsection 3005; names of attorneys representing parties; assigned Postal Inspectors; and promoter of scheme.

Categories of Records in the System:

Describes and provides history of the above and identifies interested parties.

Authority for Maintenance of the System:

39 USC subsection 3005.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—Ready reference source for determining status of pending case and identification of postal employees most familiar therewith.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

2. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

3. Disclosure may be made to a congressional office from the record or an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

5. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Information in this system is maintained on printed forms.

Retrievability:

Records are maintained by an alphabetic indexing by name by respondent.

Safeguards:

Records are maintained in closed filing cabinets under general scrutiny by personnel of the Law Department.

Retention and Disposal:

Records in this system are maintained indefinitely.

System Manager(s) and Address:

Assistant General Counsel, Consumer Protection Office, Law Department, USPS Headquarters.

Notification Procedure:

Customers wishing to know whether information about them is maintained in this system of records should address inquiries to the above System Manager. Inquiries should contain full name, name by which respondent in proceeding may have been designated; approximate time period in which proceedings may have been initiated.

Record Access Procedures:

See System Manager above.

Contesting Record Procedures:

See System Manager above.

Record Source Categories:

Complaints, correspondence between parties involved and Postal Inspection Service investigative reports.

USPS 060.020

System Name:

Fraud and False Representation Records—Prohibitory Order, 060.020

System Location:

Consumer Protection Office, Law Department, Headquarters Postal Service Centers, Regional Headquarters, Sectional Management Centers.

Categories of Individuals Covered by the System:

Persons requesting prohibitory orders, the mailers against whom such orders are issued.

Categories of Records in the System:

Applications for prohibitory orders, the mailing upon which request is predicated, the issued order and the registered mail receipt signed by mailer against whom order was issued.

Authority for Maintenance of the System:

39 USC subsection 3008.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To process request of an order to prohibit pandering advertisement and to determine whether violations of orders have occurred. Used by Consumer Protection Office and Regional Counsel to investigate violations of postal statutes.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

2. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

4. Inactive records may be transferred to a GSA Federal Record Center prior to destruction.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Information is maintained in letter form, handwritten and typed.

Retrievability:

Data may be found by prohibitory order number or by name of person requesting order.

Safeguards:

Records are maintained in closed filing cabinets.

Retention and Disposal:

Information is retained indefinitely.

System Manager(s) and Address:

Assistant General Counsel, Consumer Protection Office, Law Department, Headquarters.

Notification Procedure:

Name and address of person requesting prohibitory order should be furnished the System Manager.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Persons requesting prohibitory orders.

USPS 070.010.

System Name:

Inquiries and Complaints—Correspondence Files of the Postmaster General, 070.010.

System Location:

Office of the Postmaster General, USPS Headquarters.

Categories of Individuals Covered by the System:

USPS employees and Postal Service customers who have corresponded with the Office of the Postmaster General.

Categories of Records in the System:

General postal information.

Authority for Maintenance of the System:

39 USC 401.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To maintain reference to letters from persons communicating with the Postmaster General.

Use—

1. Periodically transferred to custody of National Archives and Records Service (NARS) for keeping as historical documentation.

2. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

5. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

In original typed, printed, or handwritten form.

Retrievability:

Records are filed by individual's name, chronologically by a date and by subject.

Safeguards:

Records are maintained in locked filing cabinets under scrutiny of PMG's secretary and insecured locked storage room with limited access.

Retention and Disposal:

Records determined to have historical value are maintained permanently. Other records are maintained for two years and destroyed by burning.

System Manager(s) and Address:

Postmaster General, Headquarters.

Notification Procedure:

Inquiries should be addressed to the system Manager above and should contain full name, date of letter, and subject.

Record Access Procedure:

See System Manager above.

Contesting Record Procedures:

See System Manager above.

Record Source Categories:

Persons communicating with the Postmaster General.

USPS 070.020

System Name:

Inquires and Complaints—Government Official's System, 070.020.

System Location:

Government Relations Department, USPS Headquarters.

Categories of Individuals Covered by the System:

Employees, former employees, applicants for employment, contractors, lessors, and customers who have written to nonpostal government officials, congressmen and other government officials corresponding with the USPS in behalf of postal customers/employees and various individuals to whom Postal Service announcements/greetings are directed.

Categories of Records in the System:

Information stemming from correspondence described above and lists of individuals for annoucements/greetings.

Authority for Maintenance of the System:

39 U.S.C. 401.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To provide USPS officials with the means of responding to inquires from and/or for other government officials and to serve as a work load reporting system for which a description appears as USPS 170.010.

Use—

1. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties ad the collective bargaining representative of postal employees in an appropriate bargaining unit.

2. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

In original, typed, printed, or handwritten form and on magnetic tape/disk and computer printouts.

Retrievability:

Subject category as derived from correspondence and the name of the inquirer and/or official inquiring in his/her behalf.

Safeguards:

Records are maintained in closed file cabinets under general scrutiny of personnel of Government Relations Department. Computer readable media are maintained in a secured data processing facility.

Retention and Disposal:

Paper records are maintained for four years and then destroyed by shredding; magnetic tape/disk records are kept for three years and then erased.

System Manager(s) and Address:

APMG, Government Relations Department, USPS Headquarters.

Notification Procedure:

Persons wishing to know whether information about them is maintained in this system of records should address inquiries to the above System manager. Inquiries should contain full name, the name of the government official to whom he wrote, the nature of his inquiry and the approximate date.

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

Nonpostal government officials.

USPS 070.040

System Name:

Inquiries and Complaints—Customer Complaint Records, 070.040.

System Location:

Consumer advocate. USPS, Regional and National Headquarters, District Offices, Post Offices.

Categories of Individuals Covered by the System:

USPS customers who have initiated complaints against the USPS.

Categories of Records in the System:

The complainant's name, address, and nature of the specific complaint, and resolution of same.

Authority for Maintenance of the System:

39 U.S.C. 403, 404

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To process USPS customer complaints regarding mail services.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

2. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Records are stored in original typed, printed, handwritten or computer printed form and on magnetic tape.

Retrievability:

By chronological sequence within subject category as derived from correspondence and the name of inquirer or complainant.

Safeguards:

Paper records are maintained in closed filing cabinets. Computer records are subject to the security of the computer room.

Retention and Disposal:

Records are retained up to a maximum period of two calendar years. All correspondence is retained during the calendar year received, plus one additional year. Paper records are destroyed by burning or shredding. Computer records are destroyed by erasing.

System Manager(s) and Address:

APMG, Customer Services Department, Headquarters

Notification Procedure:

Customers wishing to know whether information about them is maintained in this system of records should address inquiries to the same facility to which they submitted their complaint.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

USPS customers.

USPS 080.010

System Name:

Inspection Requirements Investigative File System 080.010

System Location:

Chief Postal Inspector, Headquarters; Inspection Service Regional Headquarters; Division Headquarters.

Categories of Individuals Covered by the System:

Persons related to investigations, including subjects of investigations, complainants, informants, witnesses, etc.

Categories of Records in the System:

Reports of investigations conducted in criminal, civil, and personnel suitability background matters, and information in various forms received from individuals, other law enforcement agencies and from the public, including information compiled for the purpose of identifying criminal offenders and reports identifiable to individuals. Personal information in this system may include fingerprints, handwriting samples, reports of confidential informants, physical identifying data, voiceprints, polygraph tests, photographs, and individual personnel and payroll information.

Authority for Maintenance of the System:

39 U.S.C. 404.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To provide information related to investigation of criminal matters: employee and contractor background investigations or other Inspection Service activities. Use—A record maintained in this system of records may be disseminated as a routine use of such records as follows:

1. In any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate Federal, State, local, or foreign agency charged with the responsibility for investigating or prosecuting such violation or charged with enforcing or implementing such law;

2. In the course of investigating the potential or actual violation of any law, whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may disseminated to a Federal, State, local or foreign agency, or to an individual or organization, if there is reason to believe that such agency, individual or organization possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant;

3. A record relating to a case of matter may be disseminated to a Federal, State, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing;

4. A record relating to a case or matter may be disseminated in an appropriate Federal, State, local or foreign court or grand jury proceeding in accordance with established constitutional, substantive, or procedural law or practice;

5. A record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings;

6. A record relating to a case or matter that has been referred by an agency for investigation, prosecution, or enforcement, or that involves a case or matter within the jurisdiction of an agency, may be disseminated to such agency to notify the agency of the status of the case or matter or of any decision or determination that has been made, or to make such other inquiries and reports as are necessary during the processing of the case or matter;

7. A record relating to a person held in custody pending or during arraignment, trial, sentence, or extradition proceedings, or after conviction may be disseminated to a Federal, State, local or foreign prison, probation, parole, or pardon authority, or to any other agency or individual concerned with the maintenance, transportation or release of such a person.

8. A record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement.

9. A record may be disseminated to a Federal, State, local, foreign or international law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency.

10. A record may be disseminated to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter.

11. A record from this system may be disclosed to the public, news media, trade associations, or organized groups to provide information of interest to the public concerning the activities and the accomplishment of the Postal Service or its employees.

12. A record may be disseminated to a foreign country, through the United States Department of State or directly to the representative of such country, to the extent necessary to assist such country in apprehending and/or returning a fugitive to a jurisdiction which seeks his return.

13. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

14. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

15. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

16. Information contained in this system of records may be disclosed to an authorized investigator appointed by the Equal Employment Opportunity Commission upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 29 CFR 1613 and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

17. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

18. To provide members of the American Insurance Association Index System with certain information relating to accidents and injuries.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:

Information is collected on handwritten documents and certain investigative material is automated.

Retrievability:

Information is located by the name of the individual.

Safeguards:

Investigative records are maintained in locked file cabinets, safes, or secured areas under the scrutiny of Inspection Service personnel who have been subjected to security clearance procedures. Access is further restricted by computer passwords.

Retention and Disposal:

1. Case records are maintained for 1 to 15 years depending upon type. Exceptions may be granted in specific instances for longer retention. Paper case records are destroyed by burning, pulping, or shredding. Computer tape/disk records are erased or destroyed. 2. Duplicate copies of investigative memoranda maintained by postal officials other than the Inspection Service are retained in accordance with official but not Inspection Service disposition schedules.

System Manager(s) and Address:

Chief Postal Inspector, Headquarters.

Notification Procedure:

Persons wishing to know whether information about them is contained in this system of records or if they were the subject of an investigation should furnish the SYSTEM MANAGER sufficient identifying information to distinguish them from other individuals of like name; identifying data will include name, address, type investigation, dates, places and the individuals involvement.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Personal interviews, written inquiries, and other records concerning persons involved with an investigation, whether subjects, applicants, witnesses, references, or custodians of record information.

Systems Exempted From Certain Provisions of the Act:

Reference 39 CFR 266.9 for details.

USPS 080.020

System Name:

Inspection Requirements—Mail Cover Program, 090.020.

System Location:

USPS Inspection Service National and Regional Headquarters; Divisional Headquarters.

Categories of Individuals Covered by the System:

Individuals on whom a mail cover has been duly authorized to obtain information in the interest of (1) protecting the national security, (2) locating a fugitive and (3) obtaining evidence of the commission or attempted commission of a crime which is punishable by imprisonment for a term exceeding one year.

Categories of Records in the System:

Names and addresses of individuals, inter-office memorandums, and correspondence with other agencies.

Authority for Maintenance of the System:

39 U.S.C. 401, 404.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To investigate the commission of or attempted commission of acts constituting a crime that is punishable by law.

Use—

1. Information from this system of records may be disclosed to an appropriate law enforcement agency, whether Federal, State or local, charged by law with the responsibility for investigating, prosecuting or otherwise acting with respect to protecting the national security, locating a fugitive, or obtaining evidence of commission or attempted commission of a crime.

2. A record relating to a case or matter may be disseminated in an appropriate Federal, State, local, or foreign court on grand jury proceedings in accordance with established constitutional, substantive, or procedural law or practice.

3. A record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

6. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Original typed documents and/or duplicate copies.

Retrievability:

Subject's name filed alphabetically by fiscal year.

Safeguards:

Mail cover data is stored in locked cabinets or in a safe. Classified mail cover material and any mail cover data which involves national security is stored in a safe or in metal file cabinets equipped with either steel lockbar hasp and staple, or locking device and an approved three or more combination dial-type padlock from which the manufacturer's identification numbers have been obliterated.

Retention and Disposal:

Files and records pertaining to mail covers are retained for eight years, and older data is destroyed by shredding or burning.

System Manager(s) and Address:

Chief Inspector, USPS Headquarters.

Notification Procedure:

Persons wishing to know whether information about them is maintained in this system of records should address inquiries to the above SYSTEM MANAGER. Inquiries should contain full name and current address, together with previous addresses for past eight years when applicable.

Record Access Procedures:

See System Manager above.

Contesting Record Procedures:

See System Manager above.

Record Source Categories:

Correspondence from requesting authority and record of action taken upon that request.

Systems Exempted from Certain Provisions of the Act:

Reference 39 C.F.R. 266.9 for details.

USPS 080.030

System Name:

Inspection Requirements—Vehicular Violations Record System, 080.030

System Location:

USPS National Headquarters (Procurement and Supply Department, Washington, DC 20260; Research and Development Laboratories, Rockville, MD 20852), Inspection Service, Special Investigations Division, Washington, DC 20260 and Rockville, MD 20852; Division Headquarters at Washington, DC 20013, and those postal field facilities where security officers have the authority to issue violation notices.

Categories of Individuals Covered by the System:

Persons who have been issued courtesy violation notices or violation notices by Security Police Officers.

Categories of Records in the System:

Individual violator's name, State operator permit, State operator permit number, violation cited, date of citation, citation number issued, State automobile license tag number, dates of court appearances.

Authority for Maintenance of the System:

40 U.S.C. 318, annually made applicable to the Postal Service by general provisions of the Treasury, Postal Service, and General Government Appropriation Act.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of such Uses:

Purpose—To provide USPS management with information necessary for appropriate administrative remedial action. Use—

1. To provide information to local, State, and Federal enforcement, prosecutive and judicial officials.

2. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

4. Information contained in this system of records may be disclosed to an authorized investigator appointed by the Equal Employment Opportunity Commission, upon his request when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 29 CFR 1613 and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

In original, typed, printed or handwritten form.

Retrievability:

Records filed by name or violator in alphabetical order and by automobile license tag number.

Safeguards:

Records maintained in limited access Security Force Control Centers manned 24 hours and in National Headquarters, in locked filing cabinets in Procurement and Supply Department and Planning and New Development Department under general scrutinizing of authorized personnel.

Retention and Disposal:

Records are maintained for two years and then destroyed. Some records may be retained longer when required for law enforcement investigations or court proceeding.

System Manager(s) and Address:

Chief Postal Inspector, USPS Headquarters.

Notification Procedure:

Individuals wishing to know whether information about them is maintained in this system of records should furnish name and residence address as follows:

a. For National Headquarters: Inspector in Charge, Special Investigations Division, 475 L'Enfant Plaza West, SW, Washington, DC 20260.

b. For the Field: Inspector in Charge, USPS with appropriate field division title and address as listed above under "System Location."

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Individual violators, Security Police Officers, personnel observation, state motor vehicle registration bureau, USPS Personnel Department, supervisory personnel of tenant firms, USPS Parking Control Officer, prosecutive and judicial officials; motor vehicle operators' permits, violator's personal identification cards, personnel locator listing and parking applications.

USPS 090.020

System Name:

Non-Mail Services—Passport Application Records 090.020.

System Location:

Eight-hundred (800) Post Offices in all states except New Jersey.

Categories of Individuals Covered by the System:

Persons applying for passports.

Categories of Records in the System:

Passport applications, name, telephone number and services rendered.

Authority for Maintenance of the System:

39 U.S.C. 401, 411, 22 U.S.C. 214.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To process the application of passports.
Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

2. Records may be transferred to the State Department.

3. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

4. Disclosure may be made to congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Information in this system is maintained on printed forms in hard copy.

Retrievability:

By name of applicant and by postal accounting quarter.

Safeguards:

Information in this system of records is maintained in file cabinets in the Accounting Unit.

Retention and Disposal:

Passport applications are retained for two days at the post office where application was made and then forwarded to the Department of State. Applicant's names and telephone numbers are retained at the post office for three months following the close of the postal quarter in which application was made.

System Manager(s) and Address:

APMG Delivery Services Department.

Notification Procedure:

Customers wishing to know whether information about them is maintained in this system of records should address inquiries to the postmaster of the post office where a passport application was made. Inquiries should contain full name and date of application. (NOTE: The original case file is maintained by Department of State and must be requested from that organization as provided for under Department of State Privacy Act system for passport information.)

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Information in this system of records is obtained from the applicant.

USPS 090.030

System Name:

Non-Mail Service—U.S. Savings Bonds Application Record. 090.030

System Location:

Selected Post Offices throughout the United States where the Postal Service is the issuing agent.

Categories of Individuals Covered by the System:

Persons applying for U.S. Savings Bonds to be issued in the names of natural persons in their own right only.

Categories of Records in the System:

Name and address, number of bonds applied for and total amount of purchase.

Authority for Maintenance of the System:

39 U.S.C. 401, 411.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To process applications for U.S. Savings Bonds.
Use—

1. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

2. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

3. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, local or foreign charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

4. Records may be transferred to the Treasury Department.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Information in this system is maintained on printed forms in hard copy.

Retrievability:

By name of applicant.

Safeguards:

Information in this system of records is maintained on secure premises in file cabinets.

Retention and Disposal:

Information in this system is maintained for two years and then destroyed.

System Manager(s) and Address:

AMPG, Finance Department.

Notification Procedure:

Customers wishing to know whether information about them is maintained in this system of records should address inquiries to the postmaster in whose facility the application was filed, inquiries should contain full name and address of customer.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Information in this system of records is obtained from the applicant.

USPS 100.010

System Name:

Office Administration—Carpool Coordination/Parking.

Records System. 100.010.

System Location:

Procurement and Supply Department, Headquarters and various field installations.

Categories of Individuals Covered by the System:

USPS employees, other building tenants, and other individuals who are members of carpools with USPS employees.

Categories of Records in the System:

Applications, letters of violations, letters of suspensions, payment data.

Authority for Maintenance of the System:

39 U.S.C. 401.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—Provide parking and carpooling services to employees.

Use—

1. To provide each employee of Headquarters, USPS, who desires to join or establish a carpool with the listing of employees who live in his/her ZIP Code area.

2. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

3. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

6. Information contained in this system of records may be disclosed to an authorized investigator appointed by the Civil Service Commission, upon request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Preprinted forms and magnetic tape/disc.

Retrievability:

Carpool member name and ZIP Code, space or license number.

Safeguards:

Folders containing paper documents are maintained in locked file cabinets to which only authorized personnel have access. Computer equipment is located in secured area, and magnetic tape/disc files are kept in locked steel cabinets.

Retention and Disposal:

All carpool and parking service records are retained for a period of six months following termination of service. At the end of retention period, paper records are destroyed by shredding and tape/disc records are erased.

System Manager(s) and Address:

AMPG, Procurement and Supply Department, Headquarters, Executive Manager, PST & DI Center.

Notification Procedure:

Employees wishing to know whether information about them is maintained in this system of records should address inquiries to the system manager where employed.

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

From carpool and parking service applicants/users.

USPS 100.020

System Name:

Office Administration—Customer Services Communicator Letter, 100.020.

System Location:

Customer Services Department, Headquarters.

Categories of Individuals Covered by the System:

Headquarters and Regional Customer Services personnel, District Managers, District Directors of Customer Services, Sectional Center Directors of Customer Services, BMC General Managers and Customer Engineers, selected postmasters and requesters, Customer Services representatives, Sectional Center Managers of Retail Sales and Services, Post Office Managers of Customers Services.

Categories of Records in the System:

Name and home/business address of employees receiving newsletter.

Authority for Maintenance of the System:

39 U.S.C. 401, 1001.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To distribute a sales and marketing newsletter to Postal Service Customer services employees.

1. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

2. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Addressograph plates, magnetic tape, computer printouts and paper forms.

Retrievability:

Name of recipient of communicator letter.

Safeguards:

Addressograph plates and paper forms are kept in closed file cabinets accessible only by authorized customer services personnel. Magnetic tapes and computer printouts are maintained in a secured ADP facility.

Retention and Disposal:

Records are maintained on a year-to-year basis subject to reverification each year. At the end of retention period, paper records are shredded, computer records are erased, and addressograph plates are destroyed.

System Manager(s) and Address:

Assistant Postmaster General, Customer Services Department, Headquarters.

Notification Procedure:

Employees wishing to know whether information about them is maintained in this system of records should address inquiries to the head of the facility where they are employed.

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

Information in this system is obtained from payroll system and in-house listings of interested readers.

USPS 100.050

System Name:

Office Administration—Localized Employee Administration Records, 100.050.

System Location:

Western Region Headquarters and other field faciliies as designated by the facility head.

Categories of Individuals Covered by the System:

Facility employees.

Categories of Records in the System:

Employee name, various information associated with work location, home address, emergency contact point, and other information as locally required.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Information in this system is maintained on printed forms in hard copy.

Retrievability:

By name of applicant.

Safeguards:

Information in this system of records is maintained on secure premises in file cabinets.

Retention and Disposal:

Information in this system is maintained for two years and then destroyed.

System Manager(s) and Address:

AMPG, Finance Department.

Notification Procedure:

Customers wishing to know whether information about them is maintained in this system of records should address inquiries to the postmaster in whose facility the application was filed, inquiries should contain full name and address of customer.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Information in this system of records is obtained from the applicant.

USPS 100.010

System Name:

Office Administration—Carpool Coordination/Parking.

Records System. 100.010.

System Location:

Procurement and Supply Department, Headquarters and various field installations.

Categories of Individuals Covered by the System:

USPS employees, other building tenants, and other individuals who are members of carpools with USPS employees.

Categories of Records in the System:

Applications, letters of violations, letters of suspensions, payment data.

Authority for Maintenance of the System:

39 U.S.C. 401.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—Provide parking and carpooling services to employees.

Use—

1. To provide each employee of Headquarters, USPS, who desires to join or establish a carpool with the listing of employees who live in his/her ZIP Code area.

2. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

3. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

6. Information contained in this system of records may be disclosed to an authorized investigator appointed by the Civil Service Commission, upon request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Preprinted forms and magnetic tape/disc.

Retrievability:

Carpool member name and ZIP Code, space or license number.

Safeguards:

Folders containing paper documents are maintained in locked file cabinets to which only authorized personnel have access. Computer equipment is located in secured area, and magnetic tape/disc files are kept in locked steel cabinets.

Retention and Disposal:

All carpool and parking service records are retained for a period of six months following termination of service. At the end of retention period, paper records are destroyed by shredding and tape/disc records are erased.

System Manager(s) and Address:

AMPG, Procurement and Supply Department, Headquarters, Executive Manager, PST & DI Center.

Notification Procedure:

Employees wishing to know whether information about them is maintained in this system of records should address inquiries to the system manager where employed.

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

From carpool and parking service applicants/users.

USPS 100.020

System Name:

Office Administration—Customer Services Communicator Letter, 100.020.

System Location:

Customer Services Department, Headquarters.

Categories of Individuals Covered by the System:

Headquarters and Regional Customer Services personnel, District Managers, District Directors of Customer Services, Sectional Center Directors of Customer Services, BMC General Managers and Customer Engineers, selected postmasters and requesters, Customer Services representatives, Sectional Center Managers of Retail Sales and Services, Post Office Managers of Customers Services.

Categories of Records in the System:

Name and home/business address of employees receiving newsletter.

Authority for Maintenance of the System:

39 U.S.C. 401, 1001.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To distribute a sales and marketing newsletter to Postal Service Customer services employees.

1. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

2. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Addressograph plates, magnetic tape, computer printouts and paper forms.

Retrievability:

Name of recipient of communicator letter.

Safeguards:

Addressograph plates and paper forms are kept in closed file cabinets accessible only by authorized customer services personnel. Magnetic tapes and computer printouts are maintained in a secured ADP facility.

Retention and Disposal:

Records are maintained on a year-to-year basis subject to reverification each year. At the end of retention period, paper records are shredded, computer records are erased, and addressograph plates are destroyed.

System Manager(s) and Address:

Assistant Postmaster General, Customer Services Department, Headquarters.

Notification Procedure:

Employees wishing to know whether information about them is maintained in this system of records should address inquiries to the head of the facility where they are employed.

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

Information in this system is obtained from payroll system and in-house listings of interested readers.

USPS 100.050

System Name:

Office Administration—Localized Employee Administration Records, 100.050.

System Location:

Western Region Headquarters and other field faciliies as designated by the facility head.

Categories of Individuals Covered by the System:

Facility employees.

Categories of Records in the System:

Employee name, various information associated with work location, home address, emergency contact point, and other information as locally required.

Authority for Maintenance of the System:

39 U.S.C. 1001.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purposes—Provides readily available information on employees for various routine administrative purposes such as work location identification, emergency locating and home mailings.

Use—

1. To provide information or disclose to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the letting of a contract, or issuance of a license, grant, or other benefit to the extent that the information is relevant and necessary.

2. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, state or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

3. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

6. Information contained in this system of records may be disclosed to an authorized investigator appointed by the Equal Employment Opportunity Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 29 CFR 1613, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Paper records, computer disc.

Retrievability:

Employee name, organization, pay location, finance number, others as locally required.

Safeguards:

Paper records kept in locked files, computerized disk files password protected.

Retention and Disposal:

Records about individual employees will be destroyed within 6 months of employment termination at that facility. Lists generated from computerized systems will be destroyed upon the generation of a subsequent more current list.

System Manager(s) and Address:

Facility head.

Notification Procedure:

Inquiries should contain employee's name and be addressed to the System Manager.

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

Individuals of record.
SPS 110.010

USPS 110.010

System Name:

Property Management Records—Accountable Property Records, 110.010.

System Location:

All USPS Components.

Categories of Individuals Covered by the System:

Employees assigned accountable property.

Categories of Records in the System:

Records controlling the issuance of accountable Postal Service Property, such as equipment, credentials, and controlled documents.

Authority for Maintenance of the System:

39 USC 401

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To provide a record of accountable property on hand and to whom it has been assigned.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate law enforcement agency, whether Federal, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

2. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A–19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

5. Pursuant to the National Labor Relations Act records from this system may be furnished to a labor organization upon its requests when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

6. Information contained in this system of records may be disclosed to an authorized investigator appointed by the Equal Employment Opportunity Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Potal Service under 29 CFR 1613 and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Information in this system is maintained on printed forms.

Retrievability:

Name of recipient of accountable property and types of equipment.

Safeguards:

Physical security.

Retention and Disposal:

As long as individual is charged with equipment, records are returned to individual when he is no longer accountable.

System Manager(s) and Address:

(1) Chief Postal Inspector, Headquarters; (2) APMG, Procurement and Supply Department, Headquarters.

Notification Procedure:

Employees wishing to know whether information about them is maintained in the system should address inquiries to the Custodian in the facility where assignment was made. Headquarters employees should submit request to the System Manager.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Information is obtained by the individual to whom the record pertains.

USPS 110.020

System Name:

Property Management—Possible Infringement of USPS Intellectual Property Rights, 110.020.

System Location:

National Headquarters, Law Department.

Categories of Individuals Covered by the System:

Possible infringers of USPS copyrights and trademarks.

Categories of Records in the System:

Any reports from Inspection Service or other sources, advertisements, photographs, magazine clippings or any other documents reporting possible infringers, and any correspondence between the Postal Service and the possible infringer.

Authority for Maintenance of the System:

39 U.S.C. 401(5).

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To protect USPS intellectual properties by insuring timely action against possible infringers.

Use—

1. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body or other tribunal.

2. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. A record may be transferred, and information from it disclosed, to the Department of Justice or other counsel representing the Postal Service or any officer, employee, former officer or employee, consultant, contractor or subcontractor when appropriate to enable the Department or other counsel to afford proper representation to clients.

4. A record may be transferred, and information from it disclosed to any Federal agency as may be appropriate for the coordinated defense or prosecution of related litigation or the resolution of related claims or issues without litigation.

5. A record may be disclosed in a Federal, State, local, or foreign judicial or administrative proceeding in accordance with the procedures and practices governing such proceeding.

6. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

7. A record may be transferred and information from it disclosed to the Patent and Trademark Office, Department of Commerce, in any proceeding involving the registration of Postal Service trademarks.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Stored in locked file cabinets in original, typed, printed or handwritten form. Index cards, kept in a card file, are filed by USPS copyright and trademark and subfiled under the name of each possible infringer of that particular copyright or trademark.

Retrievability:

Cases are retrieved by name of possible infringer and USPS copyright or trademark.

Safeguards:

Records are maintained in locked file cabinets.

Retention and Disposal:

Records are retained six years after closing case and then destroyed by shredding or burning.

System Manager(s) and Address:

General Counsel, Law Department.

Notification Procedure:

Inquiries should be addressed to the System Manager above and should contain name and, if known, USPS copyright or trademark possibly infringed.

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

Information is provided by the Postal Inspection Service, postal employees and customers.

USPS 120.020

System Name:

Personnel Records—Blood Donor Records System, 120.020

System Location:

Health Units at USPS Facilities; District Chapters of the American Red Cross.

Categories of Individuals Covered by the System:

USPS employees who volunteer to join the USPS Blood Donor Program.

Categories of Records in the System:

Name, address, pay location number, and information as to month they wish to donate blood.

Authority for Maintenance of the System:

39 USC 401.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To provide the USPS Blood Donation Program with Blood Bank information so that donors can be spread throughout the year in their donation.

Use—

1. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

2. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Information in this system is maintained on magnetic tape, punched cards, preprinted forms and computer printed reports.

Retrievability:

Employee's name and social security number.

Safeguards:

Maintained in closed file cabinets in secured facilities.

Retention and Disposal:

These records are retained for a period of five years and then destroyed by shredding and automatic deletion in the case of computer information.

System Manager(s) and Address:

APMG, Employee Releations Department, Headquarters.

Notification Procedure:

Employees wishing to know whether information about them is maintained in this system of records should address inquiries to the head of the facility where employed. Headquarters employees should submit requests to the System Manager. Inquiries should contain full name and social security number.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Information is obtained from the individual.

USPS 120.035

System Name:

Personnel Records—Employee Accident Records, 120.035

System Location:

Safety offices in any USPS facility.

Categories of Individuals Covered by the System:

All postal employees that have an accident that involves 100 dollars or more damage and/or an occupational injury or illness.

Categories of Records in the System:

Name, address, age, sex and type of accident.

Authority for Maintenance of the System:

Public Laws 91-596 and 94-82, Executive Orders 11807.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To provide data for analytical studies.
Use—

1. Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

2. To furnish the U.S. Department of Labor with serious accident reports, information to reconcile claims filed with the Office of Worker's Compensation and quarterly and annual summaries of occupational injuries and illnesses; and to make information available to the Secretary of Labor upon his request.

3. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

4. To a court, party, or counsel for a party, to litigation involving accident or to which it is relevant or to persons, insurance companies or counsel for the foregoing settlement or attempting to settle claims involving the accident.

5. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

6. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its requests when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

7. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

8. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

9. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Information in this system is maintained on index cards, magnetic tape, preprinted forms and computer print-outs.

Retrievability:

Employee name and social security number.

Safeguards:

Maintained in closed file cabinets within secured facilities.

Retention and Disposal:

Records are maintained locally for two years. Copies are maintained at National Headquarters for five years following the end of the calendar year to which they relate as required by OSHA.

System Manager(s) and Address:

APMG, Employee Relations Department, Headquarters.

Notification Procedure:

Employees wishing to know whether information about them is maintained in this system of records should address inquiries to the head of the facility where employed. Headquarters employees should submit requests to the SYSTEM MANAGER. Inquiries should contain full name, address, finance number and social security number.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

USPS Accident Reports and OWCP claim forms.

USPS 120.036

System Name:

Personnel Records—Discipline, Grievance and Appeals Records for Non-Bargaining Unit Employees, 120.036

System Location:

All postal facilities.

Categories of Individuals Covered by the System:

Records are maintained on non-bargaining employees in the Postal Service (PS), Postal Management Salary (PMS), Post Technical, Administrative, and Clerical (PTAC), Postal Executive Salary (PES) (except officers) and Non-City Delivery (NCD) who have completed six months of continuous service in the U.S. Postal Service or a minimum of twelve months of combined service, without break of a work day, in positions in the same line of work in the Civil Service and the Postal Service, unless any part of such service was pursuant to a temporary appointment in the competitive service with a definite time limitation.

Categories of Records in the System:

Notice to employee of proposed action, reply to notice, summary of oral reply, employee notice of grievance, employee notice of appeal, records of hearing proceedings, appeal decisions from installation head, region or Headquarters, notice of action, investigative reports and related records.

Authority for Maintenance of the System:

39 U.S.C. 1001

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—Provides a grievance and appeal procedure for an employee, not subject to the provisions of a collective bargaining agreement, who alleges that his rights regarding compensation, benefits, or other terms and conditions of employment have been adversely affected. Use—

1. To respond to a request from a member of Congress regarding the status of an appeal, complaint or grievance.

2. To respond to a court subpoena and/or refer to a court in connection with a civil suit.

3. To adjudicate an appeal, complaint, or grievance.

4. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

5. To request information from a Federal, State or local agency maintaining civil, criminal, or other relevant enforcement or other pertinent information, such as licenses, if necessary to obtain relevant information to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.

6. To provide information or disclose to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the letting of a contract, or issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on that matter.

7. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

8. Records from the employee file will be disclosed to the Federal Employees Appeals Authority Office of Personnel Management for action on Veterans Preference Appeals.

9. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

10. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

11. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

12. Information contained in this system of records may be disclosed to an authorized investigator appointed by the Equal Employment Opportunity Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 29 CFR 1613 and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and Practices for Storing, Retrieving, Accessing, Retaining and Disposing of Records in the System.

Storage:

Information in this system is maintained on paper in the form of letters, forms, notices. In some instances, records of hearing proceedings are on magnetic tape.

Retrievability:

Employee name.

Safeguards:

Records are kept in locked filing cabinets or secured record storage rooms and are available only to authorized officials.

Retention and Disposal:

Appeal records are kept for two years after close of file. All others are kept one year after close of file. Records are destroyed by shredding.

System Manager(s) and Address:

APMG, Employee Relations Department, Headquarters.

Notification Procedure:

Field employees must submit a written request to the head of the field installation where the action was initiated. Headquarters employees must submit a written request to the System Manager. He may also request permission to listen to or record tape recordings of hearings. This must be done in the presence of a postal official. He must identify himself to the satisfaction of official authorized to approve request.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Employee initialing actions; employee's supervisors, management, complaining customer, law enforcement agencies, and others.

USPS 120.040

System Name:

Personnel Records—Employees Job Bidding Records, 120.040.

System Location:

Most departments, facilities and certain contractor sites of the Postal Service.

Categories of Individuals Covered by the System:

Employees who have made a "Bid for Preferred Assignment" with the USPS.

Categories of Records in the System:

Knowledge of schemes, vacant position characteristics, seniority of the employee, level of the candidate, and craft.

Authority for Maintenance of the System:

39 USC 1001, 1206.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To provide the Office of Personnel with fair and impartial information to match vacant position to the most qualified candidate.

Use—

1. To provide information for official bulletin boards and release to various employee organizations.

2. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

3. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

6. Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Records are stored on magnetic tape, punched cards, preprinted forms and computer printed reports.

Retrievability:

This system is indexed by employee name and Social Security Number.

Safeguards:

Computer center access control and limitation within offices to those employees maintaining the system.

Retention and Disposal:

Computer records are saved two years, then automatically deleted. Paper records are kept six months after a vacancy is filled, then destroyed. Some records are retained until employee separation.

System Manager(s) and Address:

APMG, Employee Relations Department, Headquarters.

Notification Procedure:

The employee should state the position of bid and identify himself with name, Social Security Number, closing date of the bid notice, and forward this information to the head of the facility where employed. Headquarters employees should submit requests to the System Manager.

Records Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Employee personnel data, scheme knowledge, qualifications of the job and of the candidate, successful bidders notices from vacant duty assignment postings.

USPS 120.050

System Name:

Personnel Records—Employee Suggestion Control, 120.050

System Location:

USPS Headquarters, Regional Headquarters, Post Offices, Bulk Mail Centers, Postal Data Centers.

Categories of Individuals Covered by the System:

USPS employees.

Categories of Records in the System:

Name of employee, employee number, employment location, suggestion number, subject, and decision. If adopted, estimate of benefits and recognition granted.

Authority for Maintenance of the System:

Chapter 45 of Title 5, U.S.C.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To provide a source of data on individual performance which is often one factor in identifying nominees for other individual recognitions including cash awards. This information also provides data on the effectiveness of the program which is summarized in an Annual Report.

Use—

1. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

2. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by the organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

5. Information contained in this system of records may be disclosed to an authorized investigator appointed by the Equal Employment Opportunity Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 29 CFR 1613, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

6. Disclosure may be made to the news media from the record of an individual regarding his/her receipt of an employee award when the information is of news interest and consistent with the public right to know.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Information in this system is maintained on printed forms and on magnetic tape.

Retrievability:

Employee name, region where employed, pay location, and district.

Safeguards:

This information is maintained in file cabinets in secured facilities.

Retention and Disposal:

Information in this system is retained for two years and then destroyed by shredding and automatic deletions for computer tapes.

System Manager(s) and Address:

APMG, Employee Relations Department, Headquarters.

Notification Procedure:

Employees wishing to know whether information about them is maintained in this system of records should contact the head of the facility where employed. Also, employees who have appealed decisions or whose suggestions have been adopted nationwide should submit requests to the System Manager. Headquarters employees should submit all requests to the System Manager.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Information is obtained from the individual making the suggestion.

USPS 120.060

System Name:

Personnel Records—Employment and Financial Interest Records, 120.060.

System Location:

Law Department, Headquarters, Offices of Associate Ethical Conduct Officers at Headquarters, Regional Headquarters, and Postal Data Centers.

Categories of Individuals Covered by the System:

USPS emloyees in levels 24 and above and Special Employees and determined by the criteria in Executive Order 11222 as implemented by Postal Service regulations, 39 CFR 447.41(a).

Storage:

Employee name, title, salary, date of appointment to present position; list of organizations in which employee has a financial interest, types of indebtedness, interest in real property.

Authority for Maintenance of the System:

Executive Orders 11222 and 11590.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To review a statement by designated Postal Service officials for possible conflicts of interest.

Use—

1. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

2. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Storage:

Original preprinted forms.

Retrievability:

Records are filed by name of employee, but organized according to organizational components.

Safeguards:

Records are kept in locked safe and access is limited to designated Postal Service officials on need-to-know basis.

Retention and Disposal:

Records are maintained for as long as employee is subject to reporting requirements and for two years thereafter. They are destroyed by shredding.

System Manager(s) and Address:

General Counsel, Law Department, Headquarters.

Notification Procedure:

Employees wishing to gain access to information pertaining to them should direct inquiries to the head of the facility where employed. Headquarters employees should submit requests to the System Manager. Inquiries should contain full name and place of employment.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Information submitted by individual employee on PS Form 2417 and 2418.

USPS 120.070

System Name:

Personnel Records—General Personnel Folders (Official Personnel folders and records related thereto), 120.070.

System Location:

Personnel Offices of all USPS facilities; St. Louis Personnel Records Centers, Personnel Service Centers.

Categories of Individuals Covered by the System:

Present and former USPS employees.

Categories of Records in the System:

Applications, resumes, merit evaluations, promotion/salary change and other personnel actions, letters of commendation, records of disciplinary action, health benefit and life insurance elections and other documents pertaining to preemployment, prior Federal employment and current service as prescribed by USPS directives.

Authority for Maintenance of the System:

39 USC 1001, 1005.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—Used by administrators in Personnel Office and by individual employee supervisors to perform routine personnel functions.

Use—

1. To provide information to a prospective employer of a USPS employee or former USPS employee.

2. To provide data for the automated Central Personnel Data File, CPDF, maintained by the Office of Personnel Management (OPM).

3. To provide statistical reports to Congress, agencies, and the public on characteristics of the USPS work force.

4. To provide information or disclose to a Federal agency, in response to its request in connection with the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or issuance of a license, grant, or other benefit to the extent that the information is relevant and necessary.

5. To request information from a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement or other pertinent information, relevant to a decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.

6. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

7. To provide data for the compilation of a local seniority list that is used by management to make decisions pertaining to appointment and assignments among craft personnel. The list is posted in local facilities where it may be reviewed by USPS employees.

8. Transfer to the OPM upon retirement of an employee for processing retirement benefits.

9. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

10. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

11. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

12. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding, to which the Postal Service is a party before a court or administrative body.

13. Disclosure of relevant and necessary information pertaining to an employee's participation in health, life insurance and retirement programs may be made to the Office of Personnel Management and private carriers for the provision of related benefits to the participant (also see USPS 050.020).

14. Information contained in this system of records may be disclosed to an authorized investigator appointed by the Equal Employment Opportunity Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 29 CFR 1613, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

15. Inactive folders are transferred to the GSA National Personnel Records Center for storage.

16. Information pertaining to an employee who is retired military officer will be furnished to the appropriate service finance center as required under the provisions of the Dual Compensation Act.

17. May be disclosed to a Federal or State agency, providing parent locator services or to other authorized persons as defined by Public Law 93-647.

18. Records in this system are subject to review by an independent certified public accountant during an official audit of Postal Service finances.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Paper files, preprinted forms, Official Personnel Folders, magnetic tape and other computer storage devices.

Retrievability:

Employee name and location of employment and social security number.

Safeguards:

Folders are maintained in locked cabinets to which only authorized personnel have access and are also protected by computer passwords and tape or disc library physical security.

Retention and Disposal:

(*1*) Official Personnel Folder (OPF) Records considered to be permanent are maintained until employee is separated, and then are sent to the National Personnel Records Center, St. Louis, for storage, or to another Federal agency to which the individual transfers employment. Most records considered to be temporary are destroyed one year after creation.

(*2*) Records Related Thereto—Refer to official Postal Service disposition schedules.

System Manager(s) and Address:

APMG, Employee Relations Department, Headquarters.

Notification Procedure:

Employees wishing to gain access to their Official Personnel Folders should submit requests to the facility head where employed. Headquarters employees should submit requests to the System Manager. Former Postal Service employees should submit request to any Postal Service facility head giving name, date of birth and social security number. Former Post Office Department employees having no Postal Service employment (Pre-1970) should submit the request to the Office of Personnel Management (formerly the U.S. Civil Service Commission).

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

Individual employee, personal references, former employers and USPS 050.020 (Finance Records—Payroll System).

USPS 120.080

System Name:

Personnel Records—Master Minority File Records, 120.080.

System Location:

Employee Relations Department, Headquarters and Postal Data Centers.

Categories of Individuals Covered by the System:

All USPS employees.

Categories of Records in the System:

Consists of the Minority Designation Code and social security number of USPS employees.

Authority for Maintenance of the System:

42 U.S.C. 2000e-16, Executive Orders 11478 and 11590.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To provide the USPS Office of Equal Employment Opportunity with minority statistics as required.

1. Disclosure may be made to the Civil Service Commission for the oversight and enforcement of Federal EEO regulations.

2. Information contained in this system for records may be disclosed to an authorized investigator appointed by the Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Magnetic tapes.

Retrievability:

Employee's social security number.

Safeguards:

Computer Password security, physical security, specialized access instructions.

Retention and Disposal:

Computer records retained for two years.

System Manager(s) and Address:

APMG, Employee Relations Department.

Notification Procedure:

Employees wishing to know whether a minority code is maintained for them, should address inquiries to the System manager. Inquiries should contain full name and social security number.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Information is obtained from the employees.

USPS 120.090

System Name:

Personnel Records—Medical Records, 120.090

System Location:

Postal Service medical facililties and designee offices.

Categories of Individuals Covered by the System:

USPS employees present and former and individuals who have been offered employment but failed the medical examination before being placed on the rolls.

Categories of Records in the System:

Name, address, and pertinent medical information, i.e., history, findings, diagnosis, and treatment.

Authority for Maintenance of the System:

Authority for maintenance of system: 39 U.S.C. 401, 1001.

Routine Uses of Records Maintained in the System, Including Categories of Users and the, Purposes of Such Uses:

Purpose—To provide employees with necessary health care and to determine fitness for duty.

Use—

1. Information in these records may be provided to the Office of Personnel Management in making determinations related to:

- *a.* Veterans Preference
- *b.* Disability Retirement
- *c.* Benefit Entitlement

2. Information in these records may be provided to officials of the following Federal agencies responsible for administering benefit programs:

- *a.* Office of Workers' Compensation Programs
- *b.* Retired Military Pay Centers
- *c.* Veterans Administration
- *d.* Social Security Administration

3. Information in these records is used or a record may also be used:

- *a.* To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.
- *b.* To provide information or disclose to a Federal agency, in response to its request, in connection with the hiring or retention or an employee to the extent that the information is relevant and necessary to the requesting agency's decision on that matter.
- *c.* Used as a record in line of duty injury cases and referred to Public Health Service, HEW.

4. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

5. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

6. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

7. Records in this system may be disclosed to a private physican or other medical personnel retained by the Postal Service to provide medical services in connection with an employee's health or physical condition which is related to his or her employment.

8. May be disclosed to an outside medical service when that organization performs the physical examinations and submits the evaluation to the Postal Service pursuant to a contract with the USPS as part of an established Postal Service health program; for the purpose of determining a postal employee's fitness for duty.

9. Information contained in this system of records may be disclosed to an authorized investigator appointed by the Equal Employment Opportunity Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 29 CFR 1613, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

10. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Preprinted forms and paper files.

Retrievability:

Records are retrieved by employee name.

Safeguards:

Maintained in locked files.

Retention and Disposal:

Employees—Records are destroyed by the sixth year after employee leaves the USPS. All records are shredded after six years. Failed Eligibles—Retained for two years and destroyed by shredding.

System Manager(s) and Address:

APMG, Employee Relations Department, Headquarters.

Notification Procedure:

An employee wishing to know whether information about him is maintained in this system of records should address inquiries to the head of the facility where employed. Headquarters employees should submit requests to the System Manager. Failed eligibles should address inquiries to the head of the facility where application for employment was made. Inquiries should contain full name.

Record Access Procedures:

See Notification procedure above.

Contesting Record Procedures:

See Notification procedure above.

Record Source Categories:

USPS employees, selected eligibiles, Veterans Administration and USPS medical staff.

USPS 120.098

System Name:

Personnel Records—Office of Workers' Compensation Program (OWCP), Record Copies 120.098.

System Location:

All postal facilities.

Categories of Individuals Covered by the System:

Postal employees who have voluntarily filed for injury compensation.

Categories of Records in the System:

Copies of Department of Labor forms consisting of claims and supporting information, Postal Service forms and correspondence related to the claim; automated payment and accounting records.

Authority for Maintenance of the System:

39 U.S.C. 1005.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—This information is used to provide injury compensation to qualifying employees is and to maintain a record of the events as a basis for managerial decisions.

Use—

1. To provide information to the Department of Labor for the purpose of determining whether a claimant qualifies for compensation and to what extent qualification applies.

2. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that circular.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

6. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether international, Federal, State or local charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

7. (Temp.) Disclosure of information about plan members may be made to respective health benefit carriers for a one-time comparison with the carriers' claim/payment files. (Note: This routine use will be in effect for a period of one year from its effective date.)

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Printed forms and correspondence (Note: In some cases, the USPS by agreement with the Department of Labor (DOL), temporarily stores original case files. These files are considered to be DOL records to which DOL rather than USPS regulations apply.) Continuation of pay and DOL charge-back information is stored on computer media.

Retrievability:

Records are retrieved alphabetically by name and social security number.

Safeguards:

Maintained in locked filing cabinets within the exclusive custody of the injury compensation control point. Automated records are protected through computer password security, encryptions, and/or a computer software security system.

Retention and Disposal:

OWCP case files are maintained for five years after employee has left the Postal Service, then destroyed.

System Manager(s) and Address:

APMG, Employee Relations Department, and APMG, Finance Department, Headquarters.

Notification Procedures:

Employees wishing to know whether information about them is maintained in this system of records should address inquires to the head of the facility where employed. Headquarters employees should submit requests to the System manager.

Record Access Procedure:

See Notification Procedure above. (Note: The original case file (in most cases) is maintained by OWCP and must be requested from that organization as provided for under Department of Labor Privacy Act System DOL/EAS-13.)

Contesting Record Procedures:

The contents of OWCP records may be contested only by contacting OWCP as provided for under the Department of Labor Privacy Act System DOL/EAS-13.

Record Source Categories:

Information is obtained from the claimant, the supervisor, witnesses, physicians, and Department of Labor.

USPS 120.099

System Name:

Personnel Records—Injury Compensation Payment Validation Records, 120.099.

System Location:

All postal facilities having injury compensation units, National Headquarters and Postal Data Centers.

Categories of Individuals Covered by the System:

Current and former Postal Service employees who have received or are receiving injury compensation program payments.

Categories of Records in the System:

Lists of individuals whose names appear in two systems of records, research case records, and remuneration records related to injury compensation paid to current and former employees by the Postal Service. (See "Retention and disposal" below for cases in which these records are converted to investigative files.)

Authority for Maintenance of the System:

39 U.S.C. 1001, 39 U.S.C. 1005.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purpose of Such Uses:

Purpose—This information is used to identify instances in which improper double payments have been or are being made to Postal Service employees who have filed injury/sickness compensation claims and to maintain records of this event as a basis for: detecting fraud; seeking remuneration and/or legal actions; reporting the extent of double payments nationwide; and for proposing corrective legislation.

Use:

1. (Temp.) Disclosure of information about plan members may be made to respective health benefit carriers for a one-time comparison with the carriers; claim/payment files. (Note: This routine use will be in effect for a period of one year from its effective date.)

2. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that circular.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

6. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether international, Federal, State or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Computer reports, paper records, correspondence and research records. (Note: These files are considered to be USPS records to which USPS regulations apply.)

Retrievability:

Records are retrieved by social security number.

Safeguards:

These restricted files are maintained in locked file cabinets. Access to automated records is protected through a computer security system, file encryption, and/or password protection.

Retention and Disposal:

a. Computer reports.

(*1*) Initial data collection reports and master file/tape are maintained for 3 years and destroyed by depersonalization.

(*2*) Subsequent reports containing affirmative identifications become part of research case records.

b. Research case records (copies of records from other system—includes computer reports, paper records, and correspondence).

(*1*) If research determines nonapplicability, destroy by burning or shredding, 6 months after such determination is made.

(*2*) If research determines applicability, research records then become (*a*) part of an investigative case file and fall within system USPS 080.010, Inspection Requirements Investigative File System (refer to USPS 080.010 for retention and disposal instructions), or (*b*) a remuneration case file which is maintained for 2 years and destroyed by burning or shredding.

Extra copies of research records are destroyed at the time a remuneration or investigative case file is created.

System Manager(s) and Address:

APMG, Employee Relations Department, Headquarters.

Notification Procedure:

Employees or former employees wishing to know whether information about them is maintained in this system or records should address inquiries to the System manager.

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Information is obtained from Postal Service injury compensation case files, payment records and employment records as found in USPS Privacy Act Systems: USPS 050.020, 120.070, and 120.098; Social Security Administration death files; and pertinent Federal health benefit carriers' claim/payment files.

USPS 120.100

System Name:

Personnel Records—Performance Awards System Records, 120.100.

System Location:

Headquarters Personnel Division and Inspection Service, and Inspection Service Regional and Divisional Offices; District Offices; Post Offices; Bulk Mail Centers; Postal Data Centers.

Categories of Individuals Covered by the System:

USPS employees.

Categories of Records in the System:

Name of employee, employee number, pay location, basis for award and award granted.

Authority for Maintenance of the System:

Chapter 45 of Title 39, USC.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To control and measure the effectiveness of the Cash Awards Program.

Use—

1. Information is summarized and furnished to the Office of Personnel Management annually, to be included in the OPM report on incentive awards to the president.

2. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

3. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

6. Information contained in this system of records may be disclosed to an authorized investigator appointed by the Equal Employment Opportunity Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 29 CFR 1613 and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

7. Disclosure may be made to the news media from the record of an individual regarding his/her receipt of an envelope award when the information is of news interest and consistent with the public right to know.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Magnetic tape and printed forms.

Retrievability:

Employee name, region where employed, pay location and district.

Safeguards:

Physical security.

Retention and Disposal:

Records are maintained for four years and then destroyed by shredding.

System Manager(s) and Address:

APMG, Employee Relations Department, Headquarters.

Notification Procedure:

Employees wishing to know whether information about them is maintained in this system of records should address inquiries to the head of the facility where employed. Headquarters employees should submit requests to the System Manager. Inquiries should contain full name, and pay location.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Information is obtained in summary printouts supplied to each region by Postal Data Centers.

USPS 120.110

System Name:

Personnel Records—Preemployment Investigation Records, 120.110.

System Location:

Post Offices/Facilities; Regional and National Headquarters.

Categories of Individuals Covered by the System:

Postal Employees and applicants for employment.

Categories of Records in the System:

Replies from character references, former employers and local police records, drug history records and other investigative reports used to determine suitability for employment. Other records filed with these are: Civil Service Commission records (privacy system—CSC/GOVT-4) compiled through a National Agency Check and Inquiry (NACI) and forwarded to the USPS for assistance in making a hiring decision.

Authority for Maintenance of the System:

39 U.S.C. 410(b), 1001.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To determine suitability for employment

Use—

1. To any agency from which information is requested in the course of an investigation, to the extent necessary to identify the individual, inform the source of the nature and purpose of the investigation, and to identify the type of information requested.

2. In the event of an indication of any violation or potential violation of the law, whether civil, criminal, or regulatory in nature, and whether arising by statute, or by regulation, rule or order issued pursuant thereto the relevant records in the system of records may be referred, as a routine use, to the appropiate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charge with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto; such referral shall also include, and be deemed to authorize (*1*) any and all appropriate and necessary uses of such records in a court of law and before an administrative board or hearing, including referrals related to probation and parole matters, and (*2*) such other interagency referrals as may be necessary to carry out the receiving agency's assigned law enforcement duties.

3. To a Federal agency, in response to its request, in connection with the letting of a contract, or the issuance of a license grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on matters.

4. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

5. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

6. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

7. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

8. Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Information is maintained on preprinted forms and correspondence.

Retrievability:

Information is indexed alphabetically by name.

Safeguards:

Information is stored in locked file cabinets accessible to those with an appropriate security clearance.

Retention and Disposal:

a. If an applicant is found unsuitable for employment, or if an employee is found unsuitable after he has begun work, all local investigative records which support the decision of unsuitability will be retained for a period of two years from the date action was taken to deny or terminate employment.

b. If an employee is initially found suitable for employment as result of a local investigation, and is ultimately retained upon receipt of the NACI report from the Civil Service Commission, the local investigative reports will be retained for a period of two years from the date the employee is initially found suitable for employment.

c. CSC NACI reports are retained in the same fashion as local investigative records.

System Manager(s) and Address:

APMG. Employee Relations Department, Headquarters.

Notification Procedure:

Apply to the head of the postal facility where employed giving name. Headquarters employees should submit requests to the System Manager.

Record Access Procedures:

a. Local Investigative records—Apply to the head of the postal facility where employed. Headquarters employees should submit requests to the System manager.

b. CSC NACI reports—Apply to the Civil Service Commission as instructed by privacy system CSC/GOVT-4.

Contesting Record Procedures:

See Record access procedures above.

Record Source Categories:

Information is obtained primarily from local police records, former employers, and character reference.

Systems Exempted From Certain Provisions of the Act:

Reference 39 C.F.R. 266.9 for details.

USPS 120.120

System Name:

Personnel Records—Personnel Research and Test Validation Records, 120.120.

System Location:

USPS National Tests Administration Center, Los Angeles, CA; USPS National and Regional Headquarters; Bulk Mail Centers; District Officers; and the Oklahoma City Computer Center.

Categories of Individuals Covered by the System:

Applicants for postal employment and USPS employee applicant for reassignment and/or promotion.

Categories of Records in the System:

Computer scannable information and the applicants' answers to the test questions. Reports and analyses that have resulted from comparison of information from this system and from system USPS 120.121.

Authority for Maintenance of the System:

39 U.S.C. 401, 1001.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To provide verification of the applicants' test score. Data are collected whenever an examination is given and are used for construction, analysis, and validation of written tests; for research on personnel measurement and selection methods and techniques and research on personnel management practices such as performance evaluation or productivity. Race and national origin data are used to evaluate any adverse impact of the selection process. Use of these race and national origin data is limited to research projects and test validation conducted by the Postal Service. No personnel decisions are made in the use of these research records. Many data are collected under conditions assuring their confidentiality. This confidentiality will be protected. Personnel information in this system of records is used by the personnel research staff in the Office of Personnel Management of the U.S. Postal Service.

Use—

1. To disclose information to the Equal Employment Opportunity Commission for use in determining the existence of adverse impact in the total selection process, in reviewing allegations of discrimination, or in assessing the status of compliance with Federal law.

2. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, or order issued pursuant thereto.

3. To request information from a Federal, State or local agency maintaining civil, criminal, or other relevant enforcement or other pertinent information, such as licenses, if necessary to obtain relevant information to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

4. To provide information or disclose to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the letting of a contract, or issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on that matter.

5. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

6. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

7. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

8. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Answer sheets in handwritten form and computer storage media.

Retrievability:

This system of records is indexed by employee name, batch number or employee's date of examination and examination center administering the examination.

Safeguards:

These records are maintained in closed file cabinets in a secure facility.

Retention and Disposal:

Records are maintained for five years. Paper records are destroyed by shredding and computer records by erasing.

System Manager(s) and Address:

APMG, Employee Relations Department, Headquarters.

Notification Procedure:

Persons wishing to know whether this system of records contains information on them should address inquires to the head of the Test Administration Center where they were examined. Inquiries should contain full name, social security number, date of examination, examination number, and place of participation in the examination.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Applicants' test answers.

Systems Exempted From Certain Provisions of the Act:

Reference 39. CFR 266.9 for details.

USPS 120.121

System Name:

Personnel Records—Applicant Race, Sex, National Origin and Disability Status Records, 120.121.

System Location:

USPS National Test Administration Center, Los Angeles, CA.

Categories or Individuals Covered by the System:

Applicants for USPS entry-level examinations, including USPS employees.

Categories of Records in the System:

Individual's name, Social Security Number, date of birth, lead office installation number, race, sex, national origin and disability status data.

Authority for Maintenance of the System:

39 U.S.C. 401, 101 and 5 U.S.C. 7201.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To provide the Postal Service with the ability to assess the impact of personnel selection decisions on applicants in each racial, sex, national origin and disability category. Note: These data are maintained only on those applicants who voluntarily provide it and under conditions assuring that the individual's self-identification as to race, sex, national origin, and disability status does not accompany that individual's application when it is under consideration by a selecting official. Data are collected via a research questionnaire on an applicant-by-applicant basis and used to produce summary descriptive statistics and analytical studies to evaluate personnel/organizational measurement and selection methods; implement and evaluate USPS affirmative action programs; determine any adverse impact in the overall personnel selection process; identify categories of individuals for personnel research; and for related work force studies.

Use—

1. To disclose information to the Equal Employment Opportunity Commission for use in determining the existence of adverse impact in the total selection process, in reviewing allegations of discrimination, or in assessing the status of compliance with Federal law.

2. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Disclosure may be made from the record of an individual, where pertinent in any legal proceeding to which the Postal Service is a party before a court or administrative body.

4. Disclosure may be made in response to the order of a court of competent jurisdiction.

5. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether Federal, State or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, or order issued pursuant thereto.

6. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative and clearance process as set forth in that Circular.

7. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Paper files, magnetic tape and disks.

Retrievability:

Records are retrieved by name and Social Security Number.

Safeguards:

Records are maintained in lockable filing cabinets in a secured room. Access is further restricted by computer passwords.

Retention and Disposal:

Records are retained for five years. Manual records are shredded or burned and magnetic tapes or disks are erased. Statistical records (without individual identifiers) are maintained for as long as needed for the purpose of conducting longitudinal studies.

System Manager(s) and Address:

APMG, Employee Relations Department, Headquarters.

Notification Procedure:

Individuals wishing to know whether this system of records contains information about them should address inquiries to the head of the Test Administration Center where they are examined. Inquiries should be written, signed, and contain full name, Social Security Number, type of examination, examination number, and the date and place of participation in the examination.

Records Access Procedure:

See Notification Procedure above. Requests for access must also follow the USPS Privacy Act regulations regarding access to records and verification of identity (39 CFR 266.6).

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

Information is provided by applicants taking entrance examinations.

USPS 120.130

System Name:

Personnel Records—Postmaster Selection Program Records, 120.130

System Location:

USPS Headquarters; Regional Headquarters

Categories of Individuals Covered by the System:

USPS employees desiring to be considered for promotion to Postmaster position.

Categories of Records in the System:

Name, address, date of birth, social security number, education summary, postal background, other employment experience, Postal Inspector's Investigative Memorandum, and other pertinent personal information.

Authority for Maintenance of the System:

39 USC 401, 1001.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To provide Regional Management Selection Board and the National Management Selection Board with fair and impartial information to match requirements for Postmaster position to the best qualified candidate.

Use—

1. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

2. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Information contained in this system of records may be disclosed to an authorized investigator appointed by the Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

4. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Printed, typed or handwritten forms.

Retrievability:

Applicant's name and post office for which application was made.

Safeguards:

Locked file cabinets in a secured facility.

Retention and Disposal:

Records for positions 24 and above are maintained at National Headquarters for two years. All records are maintained at Regional Headquarters for five years. Records are destroyed by shredding or burning.

System Manager(s) and Address:

APMG, Employee Relations Department.

Notification Procedure:

Employees wishing to know whether this system of records contains information on them should address inquiries to the Regional Postmaster General of the region in which the application was made. Inquiries should contain full name, the postal facility to which application was made, title and place of employment.

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

Information is obtained from the employee, postal background personnel data, and from forms completed by the employee.

Systems Exempted From Certain Provisions of the Act:

Reference 39 CFR 266.9 for details.

USPS 120.140

System Name:

Personnel Records—Program for Alcoholic Recovery (PAR), 120.140

System Location:

PAR offices, regional headquarters and Postal Data Centers.

Categories of Individuals Covered by the System:

USPS employees who volunteer for or are referred to the Program.

Categories of Records in the System:

Number of counseling contracts and leave usage while participant in the Program, name and personal information necessary to assist employees in a Program of recovery.

Authority for Maintenance of the System:

39 U.S.C. 401

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To provide Counselors with information to maintain caseload and follow-up counseling of individuals under the Program. Used as a Management date source for statistical reporting on the Program.

Use—
None.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Printed forms and paper files. Sick leave and Leave Without Pay information is stored on computer media.

Retrievability:

Employee name and case number.

Safeguards:

These restricted files are maintained in locked file cabinets with limited access to PAR personnel and in secured facilities. Automated records are protected through computer password security and encoding of personal identifiers.

Retention and Disposal:

1. Case card is destroyed six years following close of file.

2. Correspondence and reports are destroyed three years (field) or ten years (Headquarters) after close of case file.

3. Historical case records card is destroyed six years after close of case file.

4. Case files are destroyed three years after recovery or one year after participant terminates enrollment. Paper records are destroyed by shredding and computer tape/disk records are destroyed by erasing.

System Manager(s) and Address:

APMG, Employee Relations Dept., Headquarters.

Notification Procedure:

Employees participating in the Program should address inquiries to the head of the facility where participating in the Program. Inquiries should contain employees name and location of employment. Headquarters employees should submit requests to the System Manager.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

The participating employee, PAR counselor and the referring source.

USPS 120.151

System Name:

Personnel Records—Recruiting, Examining and Appointment Records, 120.151.

System Location:

U.S. Postal Service Personnel offices and/or other offices within Postal Service facilities authorized to engage in recruiting or examining activities or make appointments to positions.

Categories of Individuals Covered by the System:

Job applicants.

Categories of Records in the System:

Personal and professional resumes, personal applications, test scores, academic transcripts, letters of recommendation and registers of eligibles.

Authority for Maintenance of the System:

39 U.S.C. 401, 1001.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To provide managers and personnel officials information in recruiting and recommending appointment of qualified persons.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether Federal, State, or local charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

2. To request information from a Federal, State, or local agency maintaining civil, criminal or other relevant enforcement or other pertinent information, relevant to a decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

3. Disclosure may be made to a Federal agency in connection with the hiring or retention of an employee, the letting of a contract or issuance of a license, grant or other benefit to the extent that the information is relevant and necessary to the agency's decision on that matter.

4. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

5. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

6. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

7. Disclosure may be made from the record of an individual, where pertinent in any legal proceeding to which the Postal Service is a party before a court or administrative body.

8. Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

9. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Paper files, index cards, magnetic tape, punched cards, preprinted forms and computer printed reports.

Retrievability:

Job applicant name and/or social security number.

Safeguards:

Paper records are maintained in closed filing cabinets under scrutiny of designated managers. Computer records are maintained in secured facilities.

Retention and Disposal:

Records are retained for period of usefulness which varies by type of record and ranges from one day to 10 years. Retention periods for individual record types may be found in official USPS records retention schedules. At the end of period of usefulness, records are destroyed with the exception of lists of eligibles and examination cards which are transferred to the National Personnel Records Center, St. Louis, Mo. Certain records of examination are maintained as part of USPS 120.120, Personnel Records—Personnel Research and Test Validation Records.

System Manager(s) and Address:

APMG, Employee Relations Department, Headquarters.

Notification Procedure:

Persons wishing to know whether information is contained on them in this system of records should address inquiries to the head of the facility to which job application was made. Inquiries should contain full name, social security number, and if applicable, approximate date of application submitted and residence.

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

Individual, school officials, former employers, supervisors, named references.

Systems Exempted From Certain Provisions of the Act:

Reference 39 CFR 266.9 for details.

USPS 120.152

System Name:

Personnel Records—Career Development and Training Records, 120.152.

System Location:

Postal Education and Development Centers (PEDCs) and other facilities within the Postal Service where career development and training activities are conducted or authorized.

Categories of Individuals Covered by the System:

Current and former postal employees.

Categories of Records in the System:

Career development records and applications for and records of postal and non-postal training. Also contains examination and skills bank records, including records of special qualifications, skills or knowledge; career goals; education and work histories or summaries.

Authority for Maintenance of the System:

39 U.S.C. 401.1001.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To provide managers and supervisors with decisionmaking information to employee career development, training and assignment.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute or rule, regulation or order issued pursuant thereto.

2. To request information from a Federal, State, or local agency maintaining civil, criminal or other relevant enforcement or other pertinent information, relevant to a decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

3. Disclosure may be made to a Federal agency, in connection with the hiring or retention of an employee, the letting of a contract or issuance of a license, grant, or other benefit to the extent that the information is relevant and necessary to the agency's decision on that matter.

4. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

5. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

6. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

7. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

8. Information contained in this system of records may be disclosed to an authorized investigator appointed by the Equal Employment Opportunity Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 29 CFR 1613 and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

9. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Paper files, index cards, magnetic tape, punched cards, preprinted forms and computer printed reports.

Retrievability:

Employee name and social security number.

Safeguards:

Paper records are maintained in closed filing cabinets under scrutiny of designated managers. Computer records are maintained in secured facilities.

Retention and Disposal:

Records are retained for a period of usefulness which varies by type of record and ranges from one day to 10 years. Retention periods for individual record types may be found in official USPS records retention schedules. At the end of period of usefulness, records are destroyed. Certain records of examinations are maintained as part of USPS 120.120. Personnel Records—Personnel Research and Test Validation Records.

System Manager(s) and Address:

APMG, Employee Relations Department, APMG, Real Estate and Buildings Department, and APMG, Customer Services Department, Headquarters.

Notification Procedure:

Current and former field employees wishing to know whether information is contained on them in this system of records should address inquiries to the head of the appropriate employment facility. Headquarters employees should submit requests to the System Manager. Inquires should contain full name and social security number.

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

Information is obtained from the subject, subject's employment records and his/her supervisor.

Systems Exempted From Certain Provisions of the Act:

Reference 39 C.F.R. 266.9 for details.

USPS 120.153

System Name:

Personnel Records—Individual Performance Evaluation/Measurement, 120.153.

System Location:

U.S. Postal Service facilities where individual performance evaluation/measurement activities are conducted.

Categories of Individuals Covered by the System:

Current and former postal employees.

Categories of Records in the System:

Individual performance evaluation and measurement records.

Authority for Maintenance of the System:

39 U.S.C. 401, 1001.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To provide managers and supervisors with decision making information for training needs, promotion and assignment considerations, or other employee/job related actions.

1. To refer where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

2. To request information from a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement or other pertinent information, relevant to a decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

3. Disclosure may be made to a Federal agency in connection with the hiring or retention of an employee, the letting of a contract or issuance of a license, grant or other benefit to the extent that the information is relevant and necessary to the agency's decision on that matter.

4. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

5. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

6. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

7. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

8. Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

9. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Paper filed, index cards, magnetic tape, punched cards, preprinted forms and computer printed reports.

Retrievability:

Employee name and social security number.

Safeguards:

Paper records are maintained in closed filing cabinets under scrutiny of designated managers. Computer records are maintained in secured facilities.

Retention and Disposal:

Records are retained for period of usefulness which varies by type of record and ranges from one to 10 years. Retention periods for individual record types may be found in official USPS records retention schedules. PES Merit Evaluation forms are physically maintained on the left side of the Official Personnel Folder (USPS 120.070) for a period of two years. At the end of the period of usefulness records are destroyed.

System Manager(s) and Address:

Assistant Postmaster General having jurisdiction over the functional or administrative area which developed the particular performance evaluation/measurement procedure.

Notification Procedure:

Current and former field employees wishing to know whether information is maintained on them in this system of records should address inquiries to the head of the appropriate employment facility. Headquarters employees should submit requests to the System Manager. Inquiries should contain full name and social security number.

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

Information is obtained from the subject, subject's employment records and his/her supervisor, or program director.

USPS 120.170

System Name:

Personnel Records—Safe Driver Award Records, 120.170

System Location:

Motor Vehicle Offices of Postal Facilities.

Categories of Individuals Covered by the System:

USPS employees who are full-time drivers of postal vehicles.

Categories of Records in the System:

Contain employee's name, yearly Safe Driver Awards and record of any accidents in which employee is involved.

Authority for Maintenance of the System:

39 U.S.C. 401.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To provide information for awarding Safe Driver Awards.

Use—

1. To furnish information to the National Safety Council for award purposes.

2. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

3. Pursuant to the National Labor Relation Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

6. Information contained in this system of records may be disclosed to an authorized investigator appointed by the Equal Employment Opportunity Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 29 CFR 1613 and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Storage:

Records are maintained on index cards.

Retrievability:

Filed alphabetically by name of employee.

Safeguards:

Kept in closed file cabinet with limited access.

Retention and Disposal:

a. Records pertaining to postal-owned vehicle driver's individual testing and driver's records are retained for three years after separation of the employee and destroyed by shredding.

b. Accident reports are retained for three years and destroyed by shredding.

c. Inspection reports are retained for two years after the date of the report and destroyed by shredding.

d. Other records are retained as long as the individual is employed as a vehicle operator, held for one year from the date of reassignment and destroyed by shredding.

System Manager(s) and Address:

APMG, Employee Relations Department, Headquarters.

Notification Procedure:

Employees wishing to know whether information about them is maintained in this system of records should address inquiries to the head of the facility where employed. Headquarters employees should submit the request to the System Manager. Inquiries should contain full name.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Information is obtained from the driver and from USPS accident reports.

USPS 120.180

System Name:

Personnel Records—Skills Bank (Human Resources Records), 120.180.

System Location:

Maintained by various postal facilities as determined by management.

Categories of Individuals Covered by the System:

Skills bank records are maintained on different categories of USPS employees, Women, PCES and employees in various job categories.

Categories of Records in the System:

Employee name, social security number, address, job position, sex, educational background, work history, salary history, skills licenses, language, career preferences, geographical preferences, special achievements merit awards, project assignments, benefits, and other personal information. (The various system in existence may contain more or less information than specied herein.)

Authority for Maintenance of the System:

Public Law 92-261, 39 USC 401, 1001.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—Used by USPS management to place employees in new positions, and to assist in career planning and training in general; also used by management to provide statistics for management of personnel.

Use—

1. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

2. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duites as the collective bargaining representative of postal employees in an appropriate bargaining unit.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Disclosure may be made from the record of an individual, where pertinent, in any iegal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and Practices for Storing Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Preprinted forms, magnetic tape and disk files, computer reports, and microfiche.

Retrievability:

Name and social security number.

Safeguards:

Locked file cabinets, controlled access, computer password authentication, magnetic tape library, physical security.

Retention and Disposal:

Paper records will be destroyed 1 or 2 years after information is successfully entered into the system depending upon the particular program involved, by shredding or burning. Automated information will be erased 1 year after employee is terminated or is no longer in the particular job category.

System Manager(s) and Address:

APMG, Employee Relations Department, Headquarters.

Notification Procedure:

Employees wishing to know whether such a system exists at their place of employment or whether information about them is maintained in this system of records should address inquiries to the head of the facility where employed. Headquarters employees should submit requests to the System Manager. Inquiries should contain full name, social security number, and place of employment.

Record Access Procedures:

See Notification Procedures above.

Contesting Record Prodecures:

See Notification Procedures above.

Record Source Categories:

Information is obtained directly from employee and USPS personnel forms and reports.

USPS 120.190

System Name:

Personnel Records—Supervisors' Personnel Records, 120.190.

System Location:

Any Postal facility.

Categories of Individuals Covered by the System:

USPS Employees.

Categories of Records in the System:

Records consist of summaries or excerpts from the following other USPS personnel systems: 120.036, 120.070, 120.150, 120.180, 120.210; as well as records of discipline. In addition, copies of other Postal Service records and records originated by the supervisor may be included at the supervisor's discretion.

Authority for Maintenance of the System:

39 USC 401, 1001.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To enable supervisors to efficiently manage assigned personnel.

Use—

1. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

2. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

3. Disclosure of records of discipline may be further made to a labor organization pursuant to the National Labor Relations Act upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

4. Records of discipline may become part of USPS 120.070 and would therefore be subject to disclosure under the routine uses of that system of records.

5. Information contained in this system of records may be disclosed to an authorized investigator appointed by the Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Paper files, index cards, magnetic tape and disk, computer printouts.

Retrievability:

Indexed by employee name.

Safeguards:

Paper documents/index cards are locked in supervisors desk or filing cabinets. Computer readable media are maintained in secured data processing facilities.

Retention and Disposal:

1. Except for those records of discipline described in subparagraphs 2, 3, and 4 below, supervisor's personnel records may be retained for the duration of the supervisor-employee working relationship. Upon separation of an employee from the Postal Service, the entire file pertaining to that employee is destroyed by burning or shredding within 30 days.

2. Counseling Records shall be destroyed after one year if there has been no disciplinary action initiated against the employee during that period.

3. Letters of Warning shall be destroyed after two years if there has been no disciplinary action initiated against the employee during that period.

4. A record of counseling, a letter of warning, or other disciplinary record, which has been relied upon in a subsequent suspension or discharge, will be retained in this system in accord with subparagraphs 1 through 3 above. Such records also will be permanently filed in USPS 120.070, if the subsequent suspension or discharge ultimately is sustained or modified in a manner requiring the preparation of a Form 50.

System Manager(s) and Address:

APMG, Employee Relations Department, Headquarters.

Notification Procedure:

Employees wishing to know whether this system of records contains information on them should address inquiries to the head of the facility where employed. Headquarters employees should submit requests to the System Manager.

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

Other personnel records systems, supervisor notes, employees, postal customers.

USPS 120.210

System Name:

Personnel Records—Vehicle Maintenance Personnel and Operators Records, 120.210.

System Location:

Vehicle Service Operations at Post Offices, Sectional Centers, District Offices, Regional Offices, Headquarters, Bulk Mail Centers, Postal Data Centers and Automatic Data Processing Centers.

Categories of Individuals Covered by the System:

USPS employees.

Categories of Records in the System:

Employee workload, work schedule, performance analysis and work habits. Employee name, age, length of service, physical condition, vehicle accidents, driving citations, safety awards records, driver license revocation and suspension, driving habits, vehicle training, results of driving tests, qualifications to drive vehicles.

Authority for Maintenance of the System:

39 U.S.C. 401.

Routine Uses of Records Maintenance in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To provide local post office managers, supervisors and Director of Fleet Management Operations with information to adjust workload, change schedules, change type equipment operated, lists of equipment assigned to employee, and used as a basis for corrective action or safe driving awards.

Use—

1. To provide GSA and USPS driver credentials.

2. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether Federal, State or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

3. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any state of the legislative coordination and clearance process as set forth in that Circular.

4. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

5. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

6. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

7. Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Printed forms, and computer tapes.

Retrievability:

Employee name, vehicle number, route number, work order number and facility name.

Safeguards:

Records are maintained in closed file cabinets in secured facilities.

Retention and Disposal:

a. Records pertaining to postal-owned vehicle driver's individual testing and driver's records are retained for three years after separation of the employee and destroyed by shredding.

b. Accident reports are retained for three years and destroyed by shredding.

c. Inspection reports are retained for two years after the date of the report and destroyed by shredding.

d. Other records are retained as long as the individual is employed as a vehicle operator, held for one year from the date of reassignment and destroyed by shredding.

System Manager(s) and Address:

APMG, Delivery Services Department, Headquarters.

Notification Procedure:

Employees wishing to know whether information about them is maintained in this system of records should address inquiries to the head of the facility where employed. Inquiries should contain employee's full name, social security number, route number, work station and facility where employed.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

The employee, medical doctors, driver examiner/instructor state vehicle departments and supervisors.

USPS 120.220

System Name:

Personnel Records—Arbitration Case Files, 120.220.

System Location:

Law Department, Regional and National Headquarters.

Categories of Individuals Covered by the System:

Employees involved in labor arbitration.

Categories of Records in the System:

(a) Formal pleadings and memoranda of law;
(b) Other relevant documents;
(c) Miscellaneous notes and case analyses prepared by Postal Service attorneys and personnel;

(d) Correspondence and telephone records.

Authority for Maintenance of the System:

39 U.S.C. 401, 109(d).

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—This information is used to provide legal advice and representation to the Postal Service.

Use—

1. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

2. Disclosure may be made from the record of an individual, where pertinent in any legal proceeding to which the Postal Service is a party before a court or administrative body or other tribunal.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Transferred to Department of Justice, when needed by that department to perform properly its duties as legal representative of the Postal Service.

5. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Paper documents and computer tape/disk.

Retrievability:

By name of litigant(s).

Safeguards:

Folders containing paper documents are kept in locked filing cabinets under the general scrutiny of Postal Service attorneys. Computer terminals and tape/disk files are located in a secured area.

Retention and Disposal:

Selected records are maintained on an active basis until subject matter has no information value, and on an inactive basis for an additional three years. All other records are maintained for five years. Paper records are shredded and computer tape/disk records are erased at the end of retention period.

System Manager(s) and Address:

General Counsel, Law Department, Headquarters.

Notification Procedure:

Persons interested in reviewing records within specific case files should submit their name; and case number, if known, to the General Counsel, Law Department, National Headquarters.

Record Access Procedures:

See "System Manager" above.

Contesting Record Procedures:

See "System Manager" above.

Record Source Categories:

(a) Employees involved in labor arbitration cases;

(b) Counsel(s) or other representative(s) for parties involved in the arbitration case other than Postal Service;

(c) Arbitrators;

(d) Other individuals involved in labor arbitration cases. Source documents include the formal case file, and other records relevant to the case.

USPS 120.230

System Name:

Personnel Records—Adverse Action Appeals (Administrative Litigation Case Files) 120.230.

System Location:

Law Department, Regional and National Headquarters.

Categories of Individuals Covered by the System:

Employees involved in Veterans' Appeal and other adverse action appeals.

Categories of Records in the System:

(a) Formal pleadings and memoranda of law;

(b) Other relevant documents;

(c) Miscellaneous notes and case analyses prepared by Postal Service attorneys and other personnel;

(d) Correspondence and telephone records.

Authority for Maintenance of the System:

39 U.S.C. 401, 409(d).

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—This information is used to provide legal advice and representation to the Postal Service.

Use—

1. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

2. Disclosure may be made from the record of an individual, where pertinent in any legal proceeding to which the Postal Service is a party before a court or administrative body or other tribunal.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

Transferred to Department of Justice, when needed by that department to perform properly its duties as legal representative of the Postal Service.

5. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Paper documents and computer tape/disk.

Retrievability:

By name of litigant(s).

Safeguards:

Folders containing paper documents are kept in locked filing cabinets under the general scrutiny of Postal Service attorneys. Computer terminals are located in a secured area.

Retention and Disposal:

Selected records are maintained on an active basis until subject matter has no information value, and on an inactive basis for an additional three years. All other records are maintained for five years. Paper records are shredded and computer tape/disk records are erased at the end of retention period.

System Manager(s) and Address:

General Counsel, Law Department, Headquarters.

Notification Procedure:

Persons interested in reviewing records within specific case files should submit their name; and case number, if known, to the General Counsel, Law Department, National Headquarters.

Record Access Procedures:

See System Manager above.

Contesting Record Procedures:

See System Manager above.

Record Source Categories:

(a) Employees involved in Veterans Appeals and other adverse actions appeals;

(b) Counsel(s) or other representative(s) for parties in administrative litigation other than Postal Service;

(c) Other individuals involved in appeals. Source documents include the formal case file, and other records relevant to the case.

USPS 120.240

System Name:

Personnel Records—Garnishment Case Files, 120.240.

System Location:

Law Department, Headquarters, Regional Counsel Offices, Regional Headquarters.

Categories of Individuals Covered by the System:

Employees involved in garnishment cases.

Categories of Records in the System:

(a) Formal pleadings and memoranda of law;

(b) Other relevant documents;

(c) Miscellaneous notes and case analyses prepared by Postal Service attorneys and other personnel;

(d) Correspondence and telephone records.

Authority for Maintenance of the System:

39 U.S.C 401, 409(d)

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—This information is used to provide legal advice and representation to the Postal Service.

Use—

1. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

2. Disclosure may be made from the record of an individual, where pertinent in any legal proceeding to which the Postal Service is a party before a court or administrative body or other tribunal.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Transferred to Department of Justice, when needed by that department to perform properly its duties as legal representative of the Postal Service.

5. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Paper documents and computer tape/disk.

Retrievability:

By name of litigant(s) of case and State of court action.

Safeguards:

Folders containing paper documents are kept in locked filing cabinets under the general scrutiny of Postal Service attorneys. Computer terminals are located in a secured area.

Retention and Disposal:

Selected records are maintained on an active basis until subject matter has no information value, and on an inactive basis for an additional three years. All other records are maintained for five years. Paper records are shredded and computer tape/disk records are erased at the end of retention period.

System Manager(s) and Address:

General Counsel, Law Department, Headquarters.

Notification Procedure:

Persons interested in reviewing records within specific case files should submit their name; and case number, if known, to the General Counsel, Law Department, National Headquarters.

Record Access Procedures:

See System Manager above.

Contesting Record Procedures:

See System Manager above.

Record Source Categories:

(a) Employees involved in garnishment cases;

(b) Counsel(s) or other representative(s) for parties other than Postal Service;

(c) Other individuals involved in garnishment cases. Source documents include internal memoranda and court related documents.

USPS 130.010

System Name:

Philately—Ben Franklin Stamp Club Sponsors and Direct Mail Responders List, 130.010

System Location:

Customer Services Department, Headquarters, and at a contractor computer center.

Categories of Individuals Covered by the System:

Adult sponsors of stamp clubs for youth groups as well as club presidents of adult groups.

Categories of Records in the System:

Name and address of club sponsors or presidents.

Authority for Maintenance of the System:

39 U.S.C. 401, 404.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—As an adjunct to a philatelic program, lists of club sponsors or presidents of stamp clubs are used by Sectional Center personnel and District personnel as well as individual postmasters as follows:

1. To assist sponsors in forming stamp clubs.

2. Making contact with clubs to assist in program presentation and USPS cooperation at stamp shows and philatelic exhibits.

3. Responsiveness to philatelic sales requests.

4. Determining USPS needs for films, graphics, and publications related to philately.

5. To mail newsletters to stamp club sponsors and club presidents.

Use—

1. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

2. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Paper files and computer tape/disk.

Retrievability:

Indexed by name of individual and ZIP Code within the club or stamp group to which he/she is associated.

Safeguards:

Paper records are maintained in locked steel file cabinets in a secured facility; computer media are stored in a fire resistant and secured facility.

Retention and Disposal:

Records are maintained on a year-to-year basis subject to reverification each year. At the end of retention period, paper records are shredded and computer tape/disk records are erased.

System Manager(s) and Address:

APMG, Customer Services Department, Headquarters.

Notification Procedure:

Persons wishing to know whether information about them is maintained in this system of records should address inquiries to the System Manager above. Inquiries should contain full name, address, and the club or stamp group with which he/she is associated.

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

Information is obtained from the individual to which the record refers.

USPS 130.020

System Name:

Philately—Educators Stamp Fun Mailing Lists, 130.020.

System Location:

Customer Services Department, Headquarters.

Categories of Individuals Covered by the System:

Elementary school teachers in schools around the country.

Categories of Records in the System:

Teacher's name, address of school, number of students in the school, number of known stamp collectors in the school, existence of a stamp club.

Authority for Maintenance of the System:

39 U.S.C. 401. 404.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—These records are used by the Philatelic Education Division of the Office of Stamps to mail periodically issues of "Stamp Fun."

Use—

1. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

2. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Punched cards.

Retrievability:

Index by coding number or school teacher's name.

Safeguards:

Stored in locked room.

Retention and Disposal:

Indefinitely with annual updates.

System Manager(s) and Address:

APMG, Customer Services Department, Headquarters.

Notification Procedure:

Persons wishing to know whether information about them is maintained in this system of records should address inquiries to the above System Manager. Inquiries should include full name and name and address of school

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

Return responses from national mailing of "Stamp Fun."

USPS 130.040

System Name:

Philately—Philatelic Product Sales and Distribution, 130.040.

System Location:

USPS Headquarters, Customer Services Department and at a contractor site.

Categories of Individuals Covered by the System:

Customers who have initiated correspondence expressing an interest in philately by (*1*) responding to various philatelic product sales promotion programs by submitting order forms, business reply cards or cut outs from posters and promotional literature, (*2*) providing postal clerks with name and address information to receive future philatelic product announcements, (*3*) opening subscription accounts for philatelic products, or (*4*) requesting products in unsolicited correspondence, such as letters.

Categories of Records in the System:

Customer/subscriber name and account number, address, funds on deposit, remittance type and amount order/product specifications, order history; also, special lists identifying individuals who have submitted bad checks, special services customers/subscribers, and individuals who have registered multiple service complaints.

Authority for Maintenance of the System:

39 U.S.C. 401, 404.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—(*1*) to operate a subscription service for customers who remit money for a particular philatelic product or products; (*2*) to maintain a file to send philatelic product announcements and sales literature to customers or subscribers; (*3*) to serve, as a source for statistical data for research and market analysis, billing and inventory data, and mailing basis for product shipment and (*4*) to identify discrete groups of customers/subscribers for better order control and service.

Use—

1. Disclosure may be made where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

2. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Maintained in original typed or handwritten form, or microform, and on magnetic tape or disk and computer printouts.

Retrievability:

Records are indexed by customer/subscriber name and by account number, if assigned.

Safeguards:

Paper and microform records are maintained in closed filing cabinets under general scrutiny of personnel of the Phalatelic Sales Division and the Building Security Guard Force, and when maintained on magnetic tape and disk, the information is protected by ADP physical, technical software and administrative security of the Headquarters Data Center or by contractors providing similar protection which is subject to the audit and inspection of the USPS Inspection Service.

Retention and Disposal:

ADP and microform records are maintained for three years after the individual has failed to make a purchase or has indicated no other interest. ADP records are obliterated after their period of usefulness; microform records are incinerated. Correspondence and other paper documents are retained for 3 years and then destroyed by shredding.

System Manager(s) and Address:

APMG, Customer Services Department, Headquarters.

Notification Procedure:

Individuals wishing to know whether information about them is maintained in this system of records should address inquiries to the System Manager above. Inquiries should contain full name and address.

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

Information is obtained directly from the individual as is described in "Category of Individuals Covered by the System" above.

USPS 140.020

System Name:

Postage—Postal Meter Records, 140.020.

System Location:

Post Offices.

Categories of Individuals Covered by the System:

Meters users.

Categories of Records in the System:

Customer name and address, meter update activity, schedule for meter upgradings for on-site meter settings, license application, and transaction documents.

Authority for Maintenance of the System:

39 U.S.C. 401, 404.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To enable responsible administration of postal meter activities.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

2. To disclose identity and address of meter user and identity of agent of user to any member of public upon request.

3. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Printed forms.

Retrievability:

Records are indexed by customer name and by numeric file of postage meters.

Safeguards:

Records are maintained in closed file cabinets in secured facilities.

Retention and Disposal:

Records are maintained for one year after final entry or the duration of the license and then destroyed by shredding.

System Manager(s) and Address:

APMG, Rates and Classification Department, Headquarters.

Notification Procedure:

Persons wishing to know whether information about them is maintained in this system of records should address inquiries to the local postmaster from which license was obtained supplying name and meter number.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Information is obtained from the individual and officials making entries to reflect activities.

USPS 150.010

System Name:

Records and Information Management Records—Information Disclosure Accounting Records (Freedom of Information Act), 150.010.

System Location:

Records Officer, USPS Headquarters, and records custodians at all USPS facilities.

Categories of Individuals Covered by the System:

USPS employees and citizens requesting information under the Freedom of Information Act.

Categories of Records in the System:

Name of requestor and the type of information requested.

Authority for Maintenance of the System:

39 U.S.C. 401, 412, 5 USC 552; Public Law 93-502

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—Those records are kept in order to determine the status of information requested and to facilitate the processing of requests.

Use—

1. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

2. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Paper files.

Retrievability:

Individuals name and date of request.

Safeguards:

Locked file drawers and access control.

Retention and Disposal:

Records are maintained by custodians and the Records Officer for a period of two years. The Headquarters Library and General Counsel keep permanently copies of legal proceedings and appeals related to these records.

System Manager(s) and Address:

Postal Service Records Officer, Headquarters.

Notification Procedure:

Persons wishing to know whether information about them is maintained in this system of records should address inquiries to the custodian at the facility where request was sent. Inquiries should contain full name and date of request.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Information is obtained from the individual making the request.

USPS 150.015

System Name:

Records and Information Management Records—Freedom of Information Act Appeals System. 150.015

System Location:

USPS National Headquarters. Law Department.

Categories of Individual Covered by the System:

The system encompasses all individuals who submit appeals under the Freedom of Information Act from denials of access to or copies of records maintained by the Postal Service.

Categories of Records in the System:

The system consists of copies of all correspondence relating to appeals from the denials of requests for access to or copies or records pursuant to the Freedom of Information Act, of pleadings on civil actions arising under the Act, and of other documents, incidental thereto.

Authority for Maintenance of the System:

5 USC 552.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purpose of Such Uses:

Purpose—To enable the General Counsel to carry out his duties as appellate authority and to comply with reporting requirements. Use—

1. These records are used to provide information and records to the Department of Justice in its coordination of responses to requests for information and its representation of the Postal Service in civil actions, and to prepare reports required by 5 USC 552(d).

2. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

These records are stored in paper folders.

Retrievability:

Alphabetically, by name of the requester except in those instances where a requester has an appeal filed on his behalf by an attorney. In those cases, the attorney's name might appear as the requester appellant.

Safeguards:

These records are stored in locked filed cabinets.

Retention and Disposal:

These records are kept indefinitely.

System Manager(s) and Address:

General Counsel, Law Department, National Headquarters.

Notification Procedure:

Inquiries should be addressed to the System Manager above and should contain the name of the requester and the name of that person's attorney.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

The individual to whom the record pertains, and that person's attorney.

USPS 150.020

System Name:

Records and Information Management Records—Information Disclosure Accounting Records (Privacy Act), 150.020.

System Location:

Records Officer, USPS Headquarters and records custodians at all USPS facilities.

Categories of Individuals Covered by the System:

Any USPS employee or citizen who makes an inquiry under the Privacy Act.

Categories of Records in the System:

Name of inquirer and the type of information requested and USPS response thereto.

Authority for Maintenance of the System:

39 USC 401; Public Law 93-579, 88 Statute 1896.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—These records are to provide information related to requestors of personal information under the Privacy Act.

Use—

1. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

2. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Paper files.

Retrievability:

Requesters' name and date of inquiry.

Safeguards:

Locked file drawers and access control.

Retention and Disposal:

Request letters and related correspondence are retained for two years. Accountings of disclosures are retained for five years or the life of the disclosed record, whichever is longer. All records are destroyed by burning or shredding.

System Manager(s) and Address:

Postal Service Records Officer, Headquarters.

Notification Procedure:

Persons wishing to know whether information about them is maintained in this system of records should address inquiries to the custodian at the facility where request was sent. Inquiries should contain full name, and date of the request.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Information is obtained from the individual making the request.

USPS 150.025

System Name:

Records and Information Management Records—Privacy Act Appeals System, 150.025.

System Location:

Postal Service, National Headquarters.

Categories of Individuals Covered by the System:

The system encompasses all individuals who submit appeals under the provisions of the Privacy Act of 1974.

Categories of Records in the System:

The system consists of copies of all correspondence relating to appeals from Postal Service denials of amendment of records pursuant to the Privacy Act, of pleadings in civil actions arising under the Act, and of other documents incidental thereto.

Authority for Maintenance of the System:

5 U.S.C. 552a.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To enable the USPS Privacy Appeals Officer to carry out his duties as appellate authority and to comply with reporting requirements.

Use—

1. These records are used to provide information and records to the Department of Justice in its coordination of responses to requests for information and its representation of the Postal Service in civil actions and to prepare reports required by 5 U.S.C. 552a(p).

2. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

4. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

These records are stored as paper files.

Retrievability:

Alphabetically, by name of the requester except in those instances where a requester has an appeal filed on his behalf by an attorney. In those cases, the attorney's name might appear as the requester appellant.

Safeguards:

These records are stored in locked cabinets.

Retention and Disposal:

These records are maintained for ten years.

System Manager(s) and Address:

Postal Service Privacy Appeals Officer, Headquarters.

Notification Procedure:

Inquiries should be addressed to the System Manager above and should contain the name of the requester and name of attorney if applicable.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

The individual to whom the record pertains, and that person's attorney.

USPS 160.010

System Name:

Special Mail Services—Insured and Registered Domestic Mail Inquiry and Application for Indemnity Records, 160.010.

System Location:

Rates and Classification Department, Headquarters, Postal Data Center, St. Louis, MO, and Post Offices.

Categories of Individuals Covered by the System:

Insured and registered domestic mail claimants/ inquiries including mail senders and addresses.

Categories of Records in the System:

Name and address of mail sender and addressee; declaration of claimant/ inquirer, claim/inquiry status information.

Authority for Maintenance of the System:

39 U.S.C. 401, 404.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—This information is used in responding to inquiries on the status of domestic insured and registered mail, and in the adjudication of claims related to such mail.

Use—

1. To refer where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether Federal, State or local charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

2. To a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

4. Pursuant to the National Labor Relations Act, to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

5. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Handwritten and typed forms, microfilm, computer readable media and printouts.

Retrievability:

Claimant/inquirer name, case number, registered article number.

Safeguards:

Handwritten and typed forms are maintained in steel file cabinets with use limited to claims personnel. Computer readable media are stored in protected areas, and access to the media is confined to authorized data processing personnel.

Retention and Disposal:

Domestic inquiries are maintained for two years. Claim records are maintained for one year at St. Louis Postal Data Center and then transferred to the Federal Records Center and maintained for another three years. All records are destroyed by shredding.

System Manager(s) and Address:

APMG, Rates and Classification Department, Headquarters.

Notification Procedure:

Persons wishing to know whether information about them is maintained in this system of records should address inquiries to the head of the facility where the insured or registered domestic claim was filed. If claim has been filed, inquiry should include claim number, date of claim, insured or registered number of article mailed.

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

Information from the individual completing the claim/inquiry form.

USPS 160.020

System Name:

Special Mail Services—Insured and Registered International Mail Inquiry and Application for Indemnity Records, 160.020.

System Location:

Rates and Classification Department, USPS Headquarters; Postal Data Center, St. Louis, MO; and International Adjusting Offices in Chicago, New York, New Orleans and San Francisco.

Categories of Individuals Covered by the System:

Insured and registered international mail claimants/inquirers, including mail senders and addresses, declaration of claimants/inquirers, claim/inquiry status information.

Authority for Maintenance of the System:

39 U.S.C. 401, 404.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—This information is used in responding to inquires regarding international mail, and in the adjudication of insured and registered international mail claims.

Use—

1. To refer where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether international, Federal, State or local charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

2. To a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

4. Pursuant to the National Labor Relations Act, to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

5. To refer an international mail inquiry or claim to the appropriate foreign postal authority when required for claim resolution.

6. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Handwritten and typed forms, microfilm, computer readable media and printouts.

Retrievability:

Claimant/inquirer name, case number, registered article number.

Safeguards:

Handwritten and typed forms are maintained in steel file cabinets with use limited to claims personnel. Computer readable media are stored in protected areas, and access to the media is confined to authorized data processing personnel.

Retention and Disposal:

International inquiries are maintained for three years. Claim records are maintained for one year at St. Louis Postal Data Center and then transferred to the Federal Records Center and maintained for another three years. All records are destroyed by shredding.

System Manager(s) and Address:

APMG. Rate and Classification Department, Headquarters.

Notification Procedure:

Persons wishing to know whether information about them is maintained in this system of records should address inquiries to the head of the facility where the insured or registered foreign mail claim was filed. If claim has been filed, inquiry should include claim number, date of claim, insured or registered number of article mailed.

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

Information from the individual completing the claim/inquiry form.

USPS 160.030

System Name:

Special Mail Services—Express Mail Service Insurance Claims for Loss, Delay and Damage, 160.030.

System Location:

St. Louis Postal Data Center, St. Louis, MO.

Categories of Records in the System:

Postal Service forms and correspondence related to the claims.

Authority for Maintenance of the System:

39 U.S.C. 401, 404.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—This information is used in the adjudication of express mail service claims for loss, delay and damage.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether international, Federal, State or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

2. Pursuant to the National Labor Relations Act, to a labor orgainzation upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

3. To a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

5. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Stored in file cabinets in original, typed, handwritten, copied or printed form.

Retrievability:

Claims are ordered by date of mailing but are retrieved by name of claimant through visual scanning.

Safeguards:

Maintained in steel file cabinets within the exclusive custody of Express Mail Marketing personnel in the Customer Services Department and Claims Personnel in the Rates and Classification Department.

Retention and Disposal:

Records are retained for one year then destroyed by shredding.

System Manager(s) and Address:

APMG, Rates and Classification Department, Headquarters.

Notification Procedure:

Claimants wishing to know whether information about them is maintained in this system of records should address inquiries to the System Manager.

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

Information is obtained from the claimant or designated representative.

USPS 170.010

System Name:

Statistical (Cost) Systems—Workload Reporting Records, 170.010

System Location:

Workload Reporting Records are located and/or maintained in various Departments and Facilities of the USPS.

Categories of Individuals Covered by the System:

USPS employees and contract employees assigned to work on specific projects.

Categories of Records in the System:

May include employee initials and surname, organizational unit and division, work hours on daily, weekly, or pay period basis by course number designated, social security number, systems code, weekly totals and pay period totals, project number, project name, name of customer contact, estimated completion date, estimated resources, actual contact, and general remarks about the development of the project.

Authority for Maintenance of the System:

39 U.S.C. 401, 404.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—The system is used to determine project costs for billing customers for services and by management to schedule work loads and staffing.

Use—

1. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A–19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

2. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

4. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

5. Information contained in this system of records may be disclosed to an authorized investigator appointed by the Equal Employment Opportunity Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 29 CFR 1613, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Printed forms, magnetic tape and disks.

Retrievability:

Employee initials and name, project number, system code, social security number, pay period or project name.

Safeguards:

Maintained in secured area within secured facility.

Retention and Disposal:

In some cases, records are retained for one year and then automatically deleted from computer disks and paper files are destroyed by shredding. Some records are maintained on computer tape beyond one year for historical and trend analyses.

System Manager(s) and Address:

The department or facility head where such records are required.

Notification Procedure:

Employees wishing to gain access to this information should address inquiries to the department or facility head where employed at the time of work load reporting. Inquiries should contain full name and project name and number.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Prepared by employee or supervisor as activities occur.

USPS 190.010

System Name:

Litigation Records—Civil Action Case Files, 190.010

System Location:

Law Department, Regional and National Headquarters, Offices of Regional Counsel.

Categories of Individuals Covered by the System:

Individuals involved in litigation to which the USPS is a party or in which information or testimony is sought from Postal Service sources.

Categories of Records in the System:

(a) Formal pleadings and memoranda of law;

(b) Other relevant documents;

(c) Miscellaneous notes and case analyses prepared by Postal Service attorneys and other personnel;

(d) Correspondence and telephone records.

Authority for Maintenance of the System:

39 U.S.C. 401, 409(d).

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—This information is used to provide legal advice and representation to the Postal Service.

Use—

1. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

2. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body or other tribunal.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry, from the congressional office made at the request of that individual.

4. A record may be transferred, and information from it disclosed, to the Department of Justice or to other counsel representing the Postal Service or any officer, employee, former officer or employee, consultant, contractor or subcontractor when appropriate to enable the Department or other counsel to afford proper representation to clients.

5. A record may be transferred, and information from it disclosed to any Federal agency as may be appropriate for the coordinated defense or prosecution of related litigation or the resolution of related claims or issues without litigation.

6. A record may be disclosed in a Federal, State, local, or foreign judicial or administrative proceeding in accordance with the procedures and practices governing such proceeding.

7. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Paper documents and computer tape/disk.

Retrievability:

By name of litigant(s).

Safeguards:

Folders containing paper documents are kept in locked filing cabinets under the general scrutiny of Postal Service attorneys. Computer terminals and tape/disk files are located in a secured area.

Retention and Disposal:

Selected records are maintained on an active basis until subject matter has no information value, and on an inactive basis for an additional three years. All other records are maintained for five years. Paper records are shredded and computer tape/disk records are erased at the end of retention period.

System Manager(s) and Address:

General Counsel, Law Department, Headquarters.

Notification Procedure:

Persons interested in reviewing records within specific case files should submit their name, case number and court of record, if known, to the General Counsel, Law Department, National Headquarters.

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

(a) Individuals involved in litigation pertaining to employee and labor relations;

(b) Counsel(s) and other representatives for parties in litigation pertaining to employee and labor relations. Source document include administrative complaint/action file, grievance file, and/or other records relevant to the case.

USPS 190.020

System Name:

Litigation Records—National Labor Relations Board Administrative Litigation Case Files, 190.020.

System Location:

Law Department, Regional and National Headquarters.

Categories of Individuals Covered by the System:

Employees who are charging parties in NLRB cases, or on whose behalf NLRB charges have been filed by a collective bargaining representative.

Categories of Records in the System:

(a) Formal pleadings and memoranda of law;
(b) Other relevant documents;
(c) Miscellaneous notes and case analyses prepared by Postal Service attorneys and personnel;
(d) Correspondence and telephone records.

Authority for Maintenance of the System:

39 U.S.C. 401, 409(d).

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—This information is used to provide legal advice and representation to the Postal Service.

Use—

1. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

2. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body or other tribunal.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Transferred to the Department of Justice, when needed by that department to perform properly its duties as legal representative of Postal Service.

5. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Paper documents (filed by case number) and computer tape/disk.

Retrievability:

By name of charging party or individual on whose behalf a charge has been filed or by NLRB case number of case.

Safeguards:

Case folders are kept in locked filing cabinets under the general scrutiny of Postal Service attorneys. Computer terminals and tape/disk files are located in a secured area.

Retention and Disposal:

Selected records are maintained on an active basis until subject matter has no information value, and on inactive basis for an additional three years. All other records are maintained for five years. Paper records are shredded and computer tape/disk records are erased at the end of retention period.

System Manager(s) and Address:

General Counsel, Law Department, Headquarters.

Notification Procedure:

Persons interested in reviewing records within specific files should submit their name and NLRB case number, if known, to the General Counsel, Law Department, National Headquarters.

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

(a) Employee involved in NLRB cases;
(b) Counsel(s) or other representative(s) for parties involved in the case other than the Postal Service;
(c) The National Labor Relations Board and its General Counsel;
(d) Other individuals involved in NLRB cases. Source documents include case files and other relevant records.

USPS 190.030

System Name:

Litigation Records—Labor Law Topic Files, 190.030.

System Location:

Law Department, National Headquarters.

Categories of Individuals Covered by the System:

Individuals involved in employee and labor relations matters.

Categories of Records in the System:

(a) Miscellaneous notes, memoranda of law, and case analyses prepared by Postal Service attorneys and personnel; (b) Other relevant documents; (c) Correspondence and telephone records.

Authority for Maintenance of the System:

39 U.S.C. 401, 409(d).

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—This information is used to provide legal advice and representation to the Postal Service.

Use—

1. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

2. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body or other tribunal.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Transferred to the Department of Justice, when needed by that department to perform properly its duties as legal representative of Postal Service.

5. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Paper documents and computer tape/disk.

Retrievability:

By topic title or name of individual.

Safeguards:

Topic folders are kept in locked filing cabinets under the general scrutiny of Postal Service attorneys. Computer terminals and tape/disk files are located in a secured area.

Retention and Disposal:

Selected records are maintained on an active basis until subject matter has no information value, and on inactive basis for an additional three years. All other records are maintained for five years. Paper records are shredded and computer tape/disk records are erased at the end of retention period.

System Manager(s) and Address:

General Counsel, Law Department, Headquarters.

Notification Procedure:

Persons interested in reviewing records within specific files should submit their name and file topic title, if known, to the General Counsel, Law Department, Headquarters.

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

(*a*) Individuals involved in employee and labor relations matters; (*b*) counsel(s) or other representative(s) for parties in an action other than the Postal Service; (*c*) other individuals involved in this matter. Source documents include internal memoranda, court related documents, case files and other relevant records.

USPS 200.010

System Name:

Non-Mail Monetary Claims—Relocation Assistance Claims, 200.010

System Location:

USPS National Headquarters (Real Estate and Buildings Department), Washington, D.C. 20260, and all Regional Real Estate and Buildings Departments.

Categories of Individuals Covered by the System:

Owners and tenants of real property purchased or leased by the U.S. Postal Service.

Categories of Records in the System:

Completed claim forms and other documents related to indemnifying occupants of property acquired by the U.S. Postal Service.

Authority for Maintenance of the System:

Uniform Relocation and Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) and 39 USC 401.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—This information is used to adjudicate claims for reimbursement of relocation expenses incurred by owners and tenants of real property acquired by the U.S. Postal Service.

Use—

1. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

2. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of legislative coordination and clearance process as set forth in that Circular.

3. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body, or in connection with the settlement of any claim or the resolution of any dispute.

4. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

5. Inactive records may be transferred to a GSA Federal Records Center for storage prior to destruction.

6. May be disclosed to a Federal compliance investigator for case or program review.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Stored in file cabinets in original, typed, printed or handwritten form.

Retrievability:

Claims are ordered and retrieved alphabetically by claimant name within project file.

Safeguards:

Maintained in locked file cabinets within the exclusive custody of Real Estate and Buildings Department management personnel.

Retention and Disposal:

Records are retained for the life of the facility and then destroyed.

System Manager(s) and Address:

APMG, Real Estate and Buildings Department, Headquarters.

Notification Procedure:

Claimants wishing to know whether and what information about them is maintained in this system of records should address inquiries to the same facility to which they applied for relocation benefits.

Record Access Procedures:

See Notification Procedure above.

Contesting Record Procedures:

See Notification Procedure above.

Record Source Categories:

Information is obtained from previous dwelling owner or tenant claimant and Postal Service claim reviewers and adjudicators.

USPS 200.020

System Name:

Non-Mail Monetary Claims—Monetary Claims Involving Present or Former Employees (case files), 200.020

System Location:

Law Department, Headquarters, Regional Counsel Offices, Regional Headquarters.

Categories of Individuals Covered by the System:

Individuals involved in monetary claims cases.

Categories of Records in the System:

(*a*) Formal pleadings and memoranda of law;

(*b*) Other relevant documents;

(*c*) Miscellaneous notes and case analyses prepared by Postal Service Attorneys and other personnel;

(*d*) Correspondence and telephone records.

Authority for Maintenance of the System:

39 USC 401, 409(d).

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—This information is used to provide legal advice and representation to the Postal Service.

Use—

1. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

2. Disclosure may be made from the record of an individual, where pertinent in any legal proceeding to which the Postal Service is a party before a court or administrative body or other tribunal.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Transferred to the Department of Justice, when needed by that department to perform properly its duties as legal representative of the Postal Service.

5. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Paper documents and compute tape/disk.

Retrievability:

By name of litigant(s).

Safeguards:

Folders containing paper documents are kept in locked filing cabinets under the general scrutiny of Postal Service attorneys. Computer terminals and tape/disk files are located in a secured area.

Retention and Disposal:

Selected records are maintained on an active basis until subject matter has no information value, and on an inactive basis for an additional three years. All other records are maintained for five years. Paper records are shredded and computer tape/disk records are erased at the end of retention period.

System Manager(s) and Address:

General Counsel Law Department, Headquarters.

Notification Procedure:

Persons interested in reviewing records within specific case files should submit their name; and case number, if known, to the General Counsel, Law Department, National Headquarters.

Record Access Procedures:

See System Manager above.

Contesting Record Procedures:

See System Manager above.

Record Source Categories:

(*a*) Individuals involved in monetary claims cases,
(*b*) Counsel(s) or other representatives for parties in litigation other than Postal Service. Source documents include records relevant to the case.

USPS 200.030

System Name:

Non-Mail Monetary Claims—Tort Claims Records, 200.030

System Location:

Law Department at Headquarters and Regions. Postal Inspection Service, Division Headquarters, Post Office and Postal Data Centers.

Categories of Individuals Covered by the System:

Persons involved in accident as a result of postal operations or alleging money damages under the provisions of the Federal Tort Claims Act.

Categories of Records in the System:

Accident reports, tort claims filed, documentary evidence in support of tort claims, and litigation arising out of tort claims.

Authority for Maintenance of the System:

28 U.S.C. 2671-80; 39 U.S.C. 409(c).

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—Used by attorneys ano other employees of the Postal Service to consider, settle and defend against tort claims made against the USPS under the Federal Tort Claims Act. To refer to accident prevention and safety officers, manufacturers of equipment and supplies and their insurers.

Use—

1. Transferred to Department of Justice, other governmental agencies, and other persons involved in a claim against the Postal Service, or use in adjudication, civil litigation and criminal prosecution.

2. To provide members of the American Insurance Association Index System with certain information related to accidents and injuries.

3. Provide information to USPS accident prevention and safety officers.

4. Furnish information to insurance companies that have named the United States as an additional insured or co-insured in liability insurance policies.

5. Provide information to equipment manufacturers and their insurers for claims considerations and possible improvement of equipment.

6. To respond to a subpoena duces tecum and other appropriate court order and summons.

7. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization on its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

8. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

9. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

10. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Paper form, original or copies, preprinted or handwritten forms.

Retrievability:

Information may be retrieved by person's name or Postal Inspection Service case number.

Safeguards:

Records are maintained in ordinary filing equipment under general scrutiny of postal personnel.

Retention and Disposal:

Paid claims records at Headquarters are retained for seven years after payment; Postal Inspection Service files are retained for 25 years after closing; all other files are retained for five years after closing. All records are destroyed by shredding or burning.

System Manager(s) and Address:

General Counsel, Law Department, Headquarters.

Notification Procedure:

Furnish person's name, data and place of occurrence giving rise to a claim under the Federal Tort Claims Act, to the head of the facility where the claim was filed.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Claimants making demands for money damages, reports of postal employees involved in accidents, local police reports, Inspection Service investigative reports and American Insurance Association Index reports.

USPS 210.010

System Name:

Contractor Records—Architect Engineers Selection Records, 210.010

System Location:

Real Estate and Buildings Department, USPS Headquarters and Postal Regions.

Categories of Individuals Covered by the System:

Professional Architect Engineers.

Categories of Records in the System:

Information profile on individual's past experience and present qualifications in the field of providing architect engineering services.

Authority for Maintenance of the System:

39 U.S.C. 401.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To facilitate the review and assessment of the qualifications of architect-engineer firms which have potential for selection and award of a contract to perform architect-engineer services under a designated facility project.

Use—

1. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual

2. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is party before a court or administrative body.

3. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, state or local, charged with the responsibility of investigation or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

Records are maintained on printed forms.

Retrievability:

Records are indexed by State, city and name of individual or firms.

Safeguards:

Record access is limited to authorized personnel in the Department of Real Estate and Buildings. Records are retained in filing receptacles in locked quarters and in a secured building facility.

Retention and Disposal:

Architect/Engineer service questionnaires are retained for one year and then destroyed by shredding or burning. Project forms other than those related to successful awards, are retained on an active basis for one year or until the Architect/Engineer project contract is awarded, whichever is later. Project forms related to successful awards are retained for five years on an active basis and for one additional year on an inactive basis before destruction.

System Manager(s) and Address:

APMG, Real Estate and Building Department, USPS Headquarters.

Notification Procedure:

Persons desiring information about this system of records should address their inquiries to the designated System Manager and provide his name and project title.

Record Access Procedures:

See System Manager above.

USPS 210.020

System Name:

Contractor Records—Driver Screening System Assignment Records, 210.020.

System Location:

Mail Processing Department, Headquarters, Regional Offices; Sectional Centers; Bulk Mail Centers; District Offices; Post Offices; Postal Data Centers; and Transportation Management Offices (TMOs).

Categories of Individuals Covered by the System:

Persons under a highway contract with the USPS.

Categories of Records in the System:

Name, social security number and highway contract to which assigned.

Authority for Maintenance of the System:

39 U.S.C. 401.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To ascertain employees having an assignment requiring access to mail or postal premises under contract with the USPS.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

2. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

5. Information contained in this system of records may be disclosed to an authorized investigator appointed by the Equal Employment Opportunity Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 29 CFR 1613 and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and Practices for Storing, Retrieving, Accessing, Retaining and Disposing of Records in the System.

Storage:

Originally typed, printed or handwritten form; magnetic tape and computer printed reports.

Retrievability:

Primarily by highway contract and postal locations serviced; secondarily, by individual's social security number and name.

Safeguards:

Through computerized codes and passwords, access is restricted to offices that are the authority for a specific contract and to only those post offices serviced by the contract.

Retention and Disposal:

Records are held one year after the contract expires, or one year following an individual's employment termination with a company that has been awarded a highway contract.

System Manager(s) and Address:

APMG, Mail Processing Department, Headquarters.

Notification Procedure:

Contractors wishing to know whether information about them is maintained in this system of records should address inquiries to the TMO Manager, Inquiries should contain full name and highway contract number.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Information is obtained from the contractor.

USPS 210.030

System Name:

Contractor Records—Contractor Employee Fingerprint Records, 210.030

System Location:

Mail Processing Department, Headquarters; Regional Offices; Sectional Centers; Bulk Mail Centers; Post Offices.

Categories of Individuals Covered by the System:

Persons under contract with the USPS.

Categories of Records in the System:

Name and social security number, fingerprints.

Authority for Maintenance of the System:

39 U.S.C. 401.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Purpose—To provide information to the Contracting Officer with regard to the USPS screening procedures if a contractor employee has had a previous arrest record.

Use—

1. All USPS fingerprint charts are sent to the Federal Bureau of Investigations.

2. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

Storage:

In original typed, printed or handwritten form.

Retrievability:

Contractor employee name.

Safeguards:

Maintained in locked file cabinets by Administrative Officials.

Retention and Disposal:

Records are kept until employee leaves employment of USPS and then destroyed one year later by shredding.

System Manager(s) and Address:

APMG, Mail Processing Department, Headquarters.

Notification Procedure:

Inquiries should be addressed to the Regional Postmaster General within the region where employed. Inquiries should contain full name and social security number.

Record Access Procedures:

See Notification above.

Contesting Record Procedures:

See Notification above.

Record Source Categories:

Contractor employed by the USPS.

List of U.S. Postal Service Facilities Referenced Herein.

The address of each Postal Service facility to which requests may be sent (referred to in each system notice), other than post offices and the geographical area served, is provided below. The addresses of individual post offices are not provided because of their large number and because that information is available locally to all concerned individuals.

List of U.S. Postal Service Facilities Referenced Herein

The address of each Postal Service facility to which requests may be sent (referred to in systems descriptions), other that post offices and the geographical area served, is provided below. The addresses of individual post offices are not provided because of their large number and because that information is available locally to all concerned individuals.

The addresses of all Postal facilities, including locations in Puerto Rico, and the Virgin Islands are contained in *The National Zip Code and Post Office Directory,* Publication 65, stock number, 039-000-00261-1, available for sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Postmasters, upon request, will supply the addresses of the Management Sectional Centers and District Offices to which they report.

The following excerpts of addresses and areas serviced is provided for convenience of Privacy Act correspondents, and obviates the repetition in each notice. All Headquarters addresses are:

(Office), U.S. Postal Service, 475 L'Enfant Plaza West SW., Washington, D.C. 20260.

Postal Service Regional Offices

Regional Postmaster General, Central Region, Main P.O. Bldg., Chicago, IL 60699. (States serviced: IL, MI, OH, IN, KY, WI, MN, IA, MO, ND, SD, NE, KS, (except 679).)

Regional Postmaster General, Eastern Region, P.O. Box 8601, Philadelphia, PA 19101. (States serviced: VA, WV, MD, DE, PA, DC, and those portions of New York State and New Jersey outside the Greater New York City Metropolitan areas.)

Regional Postmaster General, Southern Region, 5100 Popular Ave., Memphis, TN 38166. (States serviced: TN, AL, MS, TX, LA, GA, FL, NC, SC, OK, AR and KS (679).)

Regional Postmaster General, Northeast Region, 1633 Broadway (at 50th Street) New York, NY 10098. (States serviced: New York City, RI, MA, NH, VT, ME, and those portions of New York State, Connecticut, and New Jersey within the New York City Metropolitan area, also Puerto Rico and Virgin Islands.)

Regional Postmaster General, Western Region, 850 Cherry St., San Bruno, CA 94099. (States serviced: CA, NV, HI, AK, WA, OR, MT, ID, WY, UT, CO, AZ, NM, El Paso, TX Dist. and Guam.)

Inspection Service

Chief Postal Inspector, U.S. Postal Service, 475, L'Enfant Plaza West SW., Washington, D.C. 20260.

Training Institute

Postal Service Training and Development Institute, 10000 Kentsdale Drive, Potomac, MD 20854.

National Test Administration Center

National Test Administration Center. U.S. Postal Service, Federal Building, Room 2001, 300 North Los Angeles Street, Los Angeles, California 90012.

Bulk Mail Centers

Atlanta, 1805 Bolton Road, NW., Atlanta, GA 30369.

Chicago, 7500 West Roosevelt Road, Building No. 1, Forest Park, IL 60130.

Cincinnati, 3055 Crescentville Road, Cincinnati, OH 45235.

Dallas, P.O. Box 21106, Dallas, TX 75211.

Denver, 7755 East 56th Avenue, Commerce City, CO 80022.

Des Moines, 4000 NW., 109th Street, Des Moines, IA 50395.

Detroit, 17500 Oakwood Boulevard, Allen Park, MI 48101.

Greensboro, 3701 West Wendover Avenue Greensboro, NC 27495.

Jacksonville, 7415 Commonwealth Avenue, Jacksonville, FL 32099.

Kansas City, 4900 Speaker Road, Kansas City, KS 66106.

Los Angeles, 4701 South Eastern Avenue, Bell, CA 90201.

Memphis, 1921 Elvis Presley Boulevard, Memphis TN 38136.

Minneapolis-St. Paul, 3165 South Lexington Avenue, St. Paul, MN 55121.

New York, 80 County Road, Jersey City, NJ 07307.

Philadelphia, 1900 Byberry Road, Philadephia, PA 19116.

Pittsburgh, R.D. No. 2, Wexford, PA 15090.

St. Louis, 5800 Phantom Drive, Hazelwood, MO 63042.

San Francisco, 2501 Rydin Road, Richmond, CA 94850.

Seattle, P.O. Box 5000, Federal Way, WA 98002.

Springfield, 190 Fiberloid Street, Springfield, MA 01151.

Washington, 9201 Edgeworth Drive, Washington, D.C. 20027.

INDEX

A

- **Access**—*see also* Security; Identification
  - To Computers 275.621
  - To Data Media 275.622, 856.14
  - To Facilities 273.1
- **Accidents/Injuries**—*see also* Tort Claims
  - Claims, Forms Required 253.1
  - Involving GSA Vehicles or Buildings 254.31, 254.32
  - Investigation of 252
  - In Leased Quarters 254.4
  - No Claim Received 254.26
  - Personal Injury Claims 254.22
  - Reporting 221.23
  - Serious, Tort Claims 254.1
- Address Changes, Red Cross Disaster Relief 431.32
- **Addresses**
  - Change of Address Orders, Fees 352.643, 353.643
  - Disclosure
    - Of Boxholder and Change Data 353.322, 353.321b
    - Of Change of Address Orders 353.321c
    - For Jury Service, Privacy Act 353.323f
    - Of Names and, of Customers (FOI) 352.44
    - Of Permit Holder Data 353.321e
    - Of Redirected Box Mail 353.321d
  - Fictitious Name or Address Orders 232
  - Restrictions on Disclosure of 353.33
- Administration Group 114.1
- Administrative Law Judge, Office of 114.123
- Administrative Supporting Facilities 118
- **ADP**
  - Annual Information Systems Plan 822
  - Audits 856.13
  - Computer Based Information Systems Ch 8
  - Computer Program Development 845
  - Data Telecommunications Services 836
  - Equipment and Information Systems Inventories 854
  - Equipment and Services, Acquisition of 853
  - Federal Regulations 811.3
  - Information Systems
    - Development 840
    - Planning 820
    - Services 830
  - MISD Responsibilities 812.1, 813.1, 813.2, 814
  - Project Proposals 823
  - Quality Assurance and Control 842, 856
  - Requirement, New 821.21, 821.4
  - Resources 821.22
    - Management and Control 850
  - Review Committee 812.3
  - Security
    - Access to Computers 275.621
    - Access Control To Data Media 275.622, 856.14
    - Coordination 275.4
    - Guidelines 275.6
    - Periodic Reviews 275.8
    - Personnel Practices 275.623
    - Physical 275
    - Responsibilities 275.3
    - Risk Assessment 275.52
    - Site Selection and Construction 275.61
  - Services
    - Administrative and Technical Consulting 833
    - Analysis and Programming 834
    - On-Line Time-Sharing Services 838
    - Processing 835
    - Statistical Collection and Analysis 837
  - User Responsibilities 812.2
- ADPCs—*See* Automatic Data Processing Centers
- **Advertising** 632.4, 634
  - Paid 634.31
  - Plan 634.5
  - Policy 634.1
  - Public Service 634.32
  - Research 634.6
- Advertising Agency Management 634.7
- Air Conditioning Service, Contracting for 535.24
- Air Mail Facilities 111.65
- Alarms and Sensors 273.3
- Alaska, Postmasters as Notaries 112.44
- Alien Address Report Cards (reserved) 422.5
- Animal-fishing Ventures, Matter Promoting, Reporting 221.415
- Animals, Poisonous, Insects, or Reptiles, Reporting 221.34
- Architect-Engineer Services and Fees 518.22
- **Area Maintenance Offices** 536
  - Assistance 536.4, 536.5
  - Policy 536.1
  - Program Administration 536.2, 536.3
- Area Overhaul Centers (reserved) 118.23
- Area Supply Centers—*see* Supply Centers
- Arrest and Subpoena Powers 211.2
- Artwork and Credits, Printing 371.67
- Ashes and Rubbish, Removal of 535.21
- **Assaults** 223
  - On Employees and Customers 223.1
  - Or Threats, Reporting 223.2, 221.24
- Associate Offices (reserved) 117.4
- Audio-Visual Services 343.2
- **Audits** 240
  - ADP 856.13

Audits—Continued
  Application of Findings by District and MSCs ... 247
  Exit Conference ... 245.3
  Implementing Recommendations ... 246
  Inspection Service Reviews ... 248
  Reports ... 245
  Responsibility for ... 241
  Standards ... 242.2
  Types of ... 244
Automatic Data Processing—*see* ADP
Automatic Data Processing Centers ... 118.152
  ADP Functions ... 813.13
Availability of Records—*see* Freedom of Information

B

Badges, Employee—*see* Identification
Blank books ... 371.335, 371.631
Blind Persons—*see* Randolph-Sheppard Act
Board of Contract Appeals ... 114.124
Board of Governors ... 111.2
  Approval, Facility Projects ... 521.42
  Identification ... 273.221a
Bomb Threats, Reporting ... 221.245
Breakout Doors, Lookout Galleries ... 533.566
Buildings—*see* Facilities
Bulk Mail Centers ... 111.64, 117.2
Bullet Resistant Counterlines ... 273.4
Burglaries—*see* Offenses; Robberies
Burial Flags ... 443
Business Calling Cards ... 374.4

C

Camera Copy, Definition ... 371.331
Capital Investment Committee, Facility Projects ... 521.41
Cataloging, Supply Centers ... 729.5
Census Bureau, Privacy Act Disclosure to ... 353.323c
Central Region ... 116.14
Certifying Officers
  Field, Authority to Designate ... 112.6
  HQ, Authority to Designate ... 112.5
Change of Address Orders—*see* Addresses
Channels of Communication ... 113.2
  Directives as ... 113.212
  Headquarters and Regions ... 113.21
  HQ, Regions, and Other Offices with PDCs ... 113.23
  Regions and Installations ... 113.22
Chief Postal Inspector ... 211.11, 213.41, 241.1
Charges—*see* Fees
Circulars and Rewards ... 212
Civil Defense—*see* Emergency Preparedness
Claims—*see* Tort Claims
Classified Documents, Nondisclosure of ... 352.452
Clean Air, Clean Water, and Safe Drinking Water Acts, Facility Compliance ... 517.7
Cleaning, Buildings and Grounds ... 533.5
Cleaning Services, Contracting for ... 535.26
Cloth and Laundry Service, Contracting for ... 535.22
Combined Federal Campaign (reserved) ... 432
Commemorative Stamps ... 643.11
Commercial Field Printing—*see* Printing
Commercial Phone Calls, Official Toll Charges ... 362.72
Communications—*see also* Channels of Communication ... Ch 3
Communications Services, Special ... 343
Community
  Contact for New Facilities ... 411.42, 517.2
  Relations ... 333
Compensation, Office of ... 114.24
Composition, Definition ... 371.333
Computers, Computer Programming—*see* ADP
Configuration Control and Management ... 532.1
Congress
  Displays in Postal Facilities ... 411.43
  Franked Mail, Undeliverable ... 411.44
  Privacy Act Disclosure to ... 353.323d
Construction
  Cost Indices ... 517.65
  And Design, of Facilities ... 518
  Project Signs ... 518.15
Contingency Planning—*see also* Emergency Preparedness
  ADP Security ... 275.7
  Energy ... 541.2
Contract Audits ... 244.2
Contracting—*see also* Procurement
  Authorities, Maintenance ... 536.6
  For Maintenance Service ... 535
Contractor
  Identification ... 273.223f, 273.224
  Keys ... 273.553
  Payments, Procedures for Special ... 518.21
  Security Clearance ... 272.24, 272.25, 272.43, 272.44
Copying—*see also* Printing; Duplicating
  Definition ... 371.312
  Machines ... 373.41
Copyrighted Material, Reproducing ... 371.51
Copyrighting USPS Material ... 371.52
Counterfeit Material, Reporting ... 221.33
Counterlines, Bullet Resistant ... 273.4
Court Orders—*see also* Subpoenas
  Privacy Act Disclosures ... 353.323e
Credit and Job References, Privacy Act Disclosure ... 353.327
Crime, Definition ... 213.33
Customer Services Department ... 114.14
Customer Services Equipment, Maintenance ... 534.12

D

Data Automation Equipment, Reporting Excess ... 727.36
Data Processing—*see* ADP
Data Telecommunications Services ... 836
Data Transmission (reserved) ... 365

- Deaths of Prominent Persons, Flag Display, Half-Staff....... 441.242
- Decision Analysis Report, Facility Projects....... 521.33
- **Delegation of Authority**....... 112
  - To APMG, International Postal Affairs....... 112.8
  - Primary....... 112.1
  - Redelegation....... 112.2
  - To SAPMG, Finance....... 112.7
- Delivery Services Department....... 114.43
- Delivery Services Equipment, Maintenance....... 534.13
- Demonstrations, Riots, or Picketing, Reporting....... 221.31
- Depot Storage, Supply Centers....... 729.3
- Deputy Postmaster General....... 111.4
- Design Review, Facilities....... 521.52
- **Directives**....... 310
  - Action in Response to....... 316
  - as Channels of Communication....... 113.212
  - Coordination....... 314
  - Distribution....... 313.31
  - and Forms, Printing Restrictions....... 371.64
  - Liaison....... 313.32
  - Listings of, Related to ASM....... Appendix A
  - Maintenance....... 531.62
  - as Media of Delegation....... 112.12
  - Ordering....... 317
  - Prohibitions....... 315
  - Public Accessibility and Sale....... 318, 352.41
  - Types....... 312, Exhibit 312
- Districts....... 111.64, 117.1
- **Duplicating—*see also*** Printing; Copying
  - Definition....... 371.313
  - Restrictions....... 371.61
- **Duplicating and Copying**....... 373
  - Acquiring Services....... 373.2
  - Equipment
    - Acquiring....... 373.3
    - Authorized....... 373.12, Ex 373.1
    - Repair/Replacement Criteria....... 373.4

E

- Eastern Region....... 116.12
- Education and Field Support, Philatelic Marketing....... 643.13
- EEO Counselor Identification....... 273.222c
- Elevator, Escalator, and Dumbwaiter Service, Contracting for....... 535.25
- Embezzlement, Indicated or Suspected, Reporting....... 221.223
- **Emergencies**
  - Domestic....... 285.1
  - International....... 285.2
  - Losses, and Offenses
    - Postal....... 220
    - Requiring Special Actions....... 221.3
    - Reporting....... 221.1, 221.2
- **Emergency**
  - Coordinating Committees....... 284.4
  - Coordinator, USPS....... 284.1
  - Coordinators, Regional....... 284.2
  - Lines of Succession....... 286
  - Planning....... 284.3, 284.5
  - Preparedness....... 280, 413
  - Repairs, Leased Facilities....... 514.2
- **Employee**
  - Communications....... 340
  - Housekeeping Committees....... 533.55
  - Identification....... 273.22
  - Medical Records, FOI Disclosures....... 252.484
- Employee and Labor Relations Group....... 114.2
- Employee Relations Department....... 114.22
- Employees, Privacy Act Disclosures to....... 353.322
- Employees, Requiring Sensitive Security Clearance....... 272.3
- Employment Data, FOI or Privacy Act Disclosures....... 352.48, 353.331a
- **Energy Conservation**....... 541
  - Design Standards....... 518.32
- Engineering (reserved)....... 620
- Engineering and Technical Support Department....... 114.44
- Environmental Assessment, Facility Planning....... 517.4
- **Equipment—*see also*** Mechanization; Property; Supplies
  - Definition....... 721.41
  - ADP—*see* ADP Equipment
  - Copying and Duplicating....... 373.12, 373.3, 373.4
  - Drawings and Specifications....... 531.626
  - Leases, Telephone....... 362.42
  - Maintenance
    - Plant....... 531.211, 533
    - Postal....... 531.212, 534
  - Modifications....... 532.2
  - Overhaul....... 534.23
  - Procurement of....... 712.4
  - Requirements....... 522
    - Forecasting....... 722.21
  - Security Containers....... 273.6
  - Shipping and Receiving....... 715
  - Storage Areas....... 724.23
- Excess Property—*see* Property Excess
- **Executive Assistant to PMG**....... 115.5
  - Postal Rate Commission Liaison....... 415.21
- Executive Committee....... 111.54
- Exhibits, Postal....... 334
- Expedited Mail Services....... 632.2
- Explosives, Reporting....... 221.32

F

- **Facilities** (And Equipment)....... Ch 5
  - Acquiring Space....... 512, 516.5, 516.6
  - Activation....... 521.6, 517.8
  - Alterations....... 516.54, 516.55, 516.63, 533.3, 533.6
  - Building Materials and Design Requirements....... 518.3
  - Building Services....... 516.8, 533.2
  - Clean Air, Clean Water, and Safe Drinking Water Act Compliance....... 517.7
  - Community Contact for New....... 517.2
  - Construction Cost Indices....... 517.65
  - Cost Reduction....... 518.33
  - Delegation of Authority....... 511.2
  - Design and Construction....... 518
  - Environmental Assessment....... 517.4

- **Facilities** (And Equipment)—Continued
  - Excess
    - Reporting Excess Space, Buildings, and Land 516.44
    - Disposal of Excess Real Property 516.1
  - Funding Approval 521.4
  - GSA-USPS Relationship 516.3, 533.1
  - Identifying Postal 518.1
  - Improvements and Modifications 515
  - Installing Additional Lockboxes 515.2
  - Interchange of Space in USPS and GSA Buildings 516.3, 516.5, 516.6
  - Justification 521.3
  - Leased
    - Changes Affecting Leases 513
    - Continuing Space 512.12
    - Repair of 514
    - Requisitions for Security Equipment 273.634
  - Maintenance—*see* Maintenance
  - Management of Real Property 516
  - Parking Operation 516.81, 533.222, 533.232
  - Pay Telephones in 362.81
  - Planning and Budgeting 517, 521.2
    - Regional Parameters 517.6
    - Space Planning 521.24
  - Randolph-Sheppard Act Compliance 517.3
  - Real Estate and Buildings 510
  - Reimbursable Services in Excess of SLUC 516.9
  - Repairs 514, 533.3, 533.6
  - Requirements 521
  - Security—*see also* Security, Facility 273, 512.2
    - ADP 275.61
  - Space Preemption by USPS or GSA 516.7
  - Standard Level User Charge (SLUC) 516.32, 533.13
  - Transportation Cost Studies 517.5
  - USPS-GSA Agreement 516.31, 533.11
  - Utilities—*see* Fuels and Utilities
- False Representation and Lottery Orders 231
- Federal Agencies—*see* Government Agencies
- Federal Executive Board & Association Liaison 414
- Federal Executive Association 414.3
- Federal Executive Boards 414.2
- Federal Records Centers 351.613, Ex 351.613
- Federal Telecommunications System (FTS) 362.71
- **Fees**, Charges, Rates, Payments
  - For ADP Resources 855
  - For Facility Design and Construction 518.2
  - For Records Search and Retrieval 352.6, 353.413
  - For Services Provided Government Agencies 421.12
  - Telephone Rate Structures 362.4
- Fictitious Name or Address Orders 232
- Field Printing—*see* Printing, Field
- Field Real Estate and Buildings Offices 118.22
- Finance Department 114.32
- Finance Group 114.3
- **Fire**
  - Prevention and Protection, ADP Security 275.624
  - Protection, Sprayed-On 518.31
- **Firearms** 276
  - Concealable, Reporting 221.414
  - Issuance 276.1
  - Violations 276.2
- **Flag, U.S.** 440
  - Burial 443
  - Destruction 442.2
  - Display at Postal Facilities 441
  - Display, Half-Staff 441.24
  - Display, Postal Policy 441.1
  - Maintenance and Supply 442
  - Repairs 442.1
  - Requisitioning New 442.3
- Food Coupon Distribution (reserved) 422.3
- Forms—*see also* Directives and Forms Printing Restrictions
- Forms (reserved) 320
- Fraud, Forgery, Impersonation, Reporting 221.45
- FREBOs—*see* Field Real Estate and Buildings Offices
- Freedom of Information—*see also* Privacy Act; Records
- **Freedom of Information Act (FOIA)** 352
  - Annual Report 352.7
  - Appeals 352.55, 352.56
  - Availability of Records 352.4
  - Compliance with Approved Request 352.53
  - Custodian 352.131, 352.52
  - Denial of Request 352.54
  - Disclosure
    - of Names and Addresses of Customers 352.44
    - in Part of Otherwise Exempt Record 352.47
    - Policy 352.1
  - Fees
    - Schedule of 352.6
    - Accounting for 352.67
    - Change of Address Orders 352.643
    - Payment of 352.65
    - Publications and Printed Matter 352.641
    - Records Retrieval 352.62
    - for Reproducing Records 352.63
    - for Search and Photocopying of Records at PRCs 352.644
    - Services and Materials 352.642
    - Waiver of 352.66
  - Information
    - Available to Public 352.41
    - Not Available for Public Disclosure 352.45
    - Not Subject to Mandatory Public Disclosure 352.42
  - Inquiries 352.2
  - Inspection and Copying of Records 352.5
  - Investigatory Records 352.43
  - Postal Service Policy on 352.12

- **Freedom of Information Act (FOIA)**—Continued
  - Protection of Right of Privacy ... 352.46
  - Requests for Information about Individuals ... 353.425
- **Fuels**
  - Nonmetered Heating ... 542.3
  - Type of ... 542.13
  - And Utilities ... 542
    - Local Purchase ... 542.11
    - Metered or Flat Rate ... 542.2
    - Obligation of Building Owner ... 542.12
    - Use During Summer Months ... 542.14
- Fugitive, Definition ... 213.32

G

- General Counsel, FOI Record and Privacy Act Appeals ... 352.133, 353.428, 353.433
- **General Services Administration (GSA)**
  - Items, Reporting Excess ... 727.34
  - Regional Offices ... Ex 254.33
  - Requisitioning from ... 723.23
  - Space Interchange with USPS ... 516.3
  - Switchboards, GSA—Operated ... 362.62
  - Tort Claims, Responsibility for ... 251.2
  - USPS Relationship with (Real Property Management) ... 516.33
  - USPS Agreement with (on Property and Services) ... 516.31, 533.11
- Glow Lamps, Lookout Galleries ... 533.565
- **Government Agencies**
  - Cooperation and Support ... 423
  - Inquiries on Postal Policy ... 411.3, 411.41
  - Liaison with ... 410
  - Privacy Act Disclosure to ... 353.323b
  - Services Provided for ... 420
- Government Agency Printing Plants ... 374.221, 374.233, Ex 374.221b
- **Government Printing Office**
  - Liaison with ... 371.1, 371.4
  - RPPOs ... 374.22, 374.231, Ex 374.221a
- Government Relations ... Ch 4
- Government Relations Department ... 115.3, 411.3
- Graphic Services ... 343.4
- Guns—*see* Firearms

H

- Handicapped, Accessibility for the Physically ... 518.41
- Hazardous Commodities, Storage of ... 724.32
- Headquarters Administrative Supporting Facilities (ASFs) ... 118.1
- Headquarters Organization—*see* Postal Organization
- Headquarters Printing—*see* Printing, Headquarters

I

- **Identification**
  - Facilities ... 518.1
  - Postal Credentials ... 273.2
- Independent Facilities (reserved) ... 117.5
- **Information, Release of**—*see also* Freedom of Information; Privacy Act
  - To Government ... 411.6
  - To Postal Rate Commission ... 415.4
- Information Systems—*see* ADP
- **Inspection Service** ... 115.2, 118.11, Ch 2
  - Authority ... 211
  - Department ... 115.2
  - Divisions ... 118.112
  - Identification ... 273.53
  - Items, Reporting Excess ... 727.37
  - Keys ... 273.23
  - Locks ... 273.52
  - Regions ... 118.111
  - Telephones ... 362.21
- **Inspectors in Charge** ... 213.42
  - Addresses ... 221.18
- Interagency Agreements ... 422
- **Intercommunications and Sound Systems (Intercoms)** ... 366
  - Channels of Request ... 366.2
  - Equipment Applications ... 366.1
- International Electronics Message Systems Office ... 114.54
- International Philatelic Marketing ... 643.23
- International Postal Affairs ... 114.16
- Inventory—*see* Supply Management

J

- Judicial Officer ... 114.12
- Jury Service, Privacy Act Disclosure for ... 353.323f

K

- **Keys**
  - Accountability ... 273.56
  - Contractors ... 273.553
  - Inspection Service Keys ... 273.53
  - Lost or Stolen ... 273.57
  - Master ... 273.58
  - USPS ... 273.55

L

- Labor Relations Department ... 114.23
- Law Department ... 115.1
- Law Enforcement Agency, Definition ... 213.34
- Law Enforcement Purposes, Privacy Act Disclosure for ... 353.323a
- Leases, Leased Facilities—*see* Facilities
- Legal Considerations in Printing ... 371.5
- Legislation, General ... 411.5
- Legislative and Executive Relations ... 411
- Letterheads and Envelopes Standards ... 371.652
- Libel, Threats, Extortion, Reporting ... 221.244
- Library, Audio-Visual ... 343.234
- Liquors, Intoxicating, Reporting ... 221.411
- Lockboxes, Installing Additional in Facilities ... 515.2
- **Locks** ... 273.5
  - Inspection Service Locks ... 273.52
  - USPS ... 273.54
- Long Distance Calls ... 362.7

- **Lookout Galleries**
  - Keys ... 273.531
  - Maintenance ... 533.56
- **Losses and Offenses**
  - Reporting ... 221
  - Requiring Special Actions ... 221.3
- **Lotteries**
  - Activity Involving the Mails, Reporting ... 221.42
  - False Representation and Lottery Orders ... 231

M

- **Mail Covers** ... 213
  - Limitations ... 213.5
  - Records ... 213.6
  - Reporting to Requesting Authority ... 213.7
  - Review ... 213.8
- **Mail Equipment Shop** ... 118.122
  - Requisitioning from ... 723.25
- Mail Processing Department ... 114.42
- **Mail Processing Equipment—*see also*** Mechanization
  - Maintenance ... 534.11
- Mail Security ... 274, DMM 115
- Mail Transportation Contractor Clearance ... 272.24, 272.43
- Mailgram Use ... 363.2
- **Mailing Lists,**
  - For Congress and Government ... 411.45
  - Not Available for Public Disclosure ... 352.451
  - And Self-Mailer, Postal ... 371.68
- Mailing Privileges, Withdrawal of ... 230
- Mailing Procedures Irregularities, Reporting ... 221.43
- **Maintenance** ... 530
  - ADP Security, and Housekeeping ... 275.625
  - Area Maintenance Offices ... 536
  - Capability ... 531.5
  - Corrective ... 531.32
  - Documentation ... 531.6
  - Echelons ... 531.23
  - Facilities and Plant Equipment ... 533, 535.112
  - Inspection of Detached Units ... 533.54
  - Of Leased Facilities ... 514.11, 533.42
  - Management, Primary Objectives ... 531.22
  - Operational ... 531.33
  - Postal Equipment ... 534, 535.111
  - Preventive ... 531.31
  - Service Contracts ... 535
  - Staffing Requirements and Authorizations ... 531.7
- Maintenance Technical Support Center ... 118.13
- Management Academy ... 118.143
- Management Information Systems Department ... 114.34, 813
- Management Sectional Centers ... 111.64, 117.3
- Management Services, Office of ... 114.35
- Manuscript, Definition ... 371.332
- Market Research ... 636
- **Marketing**, Advertising, Sales, and Service ... 630
  - New Services or Products ... 633
  - Philatelic ... 640
  - Service Analysis ... 635
- Mechanical and Electrical Systems ... 518.323
- **Mechanization**
  - Fixed, Modifications ... 532.212
  - Justification ... 522.14
  - Nonfixed
    - Mail Processing ... 522
    - Deployment ... 522.23
    - Development of ... 522.5
    - Modification ... 522.4, 532.213
    - New ... 522.2
    - Procurement ... 522.22
    - Relocation ... 522.3
  - Test and Evaluation of Commercial Equipment ... 522.6
- Memorial Day, Flag Display, Half-Staff ... 441.241
- Memorial Plaques ... 411.46, 518.14
- Metropolitan Areas (FEB and FEA Programs) ... 414.24
- **Microfilm**
  - Definition ... 371.34, 354.22
  - Request for ... 373.21
  - Standard Production Unit ... 373.132
- **Micrographics** ... 354
  - Disposition of ... 354.33
  - Legal Requirements ... 354.31
- Migratory Bird Stamps (reserved) ... 422.4
- Military Post Offices ... 412, DMM 125
- MISD—*see* Management Information Systems Department
- MSC Accident Investigator ... 252.23
- MSCs—*see* Management Sectional Centers

N

- Narcotics, Reporting Suspected ... 221.35
- **National Historic Place**
  - Additional Lockboxes ... 515.23
  - Designation ... 518.143
- National Maintenance Information and Control System (NMICS) ... 531.4
- National Security Interests of U.S. ... 272.132
- National Security, Protection of (definition) ... 213.35
- National Test Administration Center ... 118.145
- New York International and BMC ... 111.645
- **News Media**
  - Inquiries on Robberies ... 222.36
  - Relations ... 332
- Newsletters, Local Employee ... 372.3, 342.2
- Nonmailable Matter, Reporting ... 221.41, DMM, 123 & 124
- Nonmetered Heating Fuel—*see* Fuels and Utilities
- Northeast Region ... 116.11

O

- **Oaths, Administering**
  - Authority to Administer Other than for Employment ... 112.4
  - for Employment ... 112.3
- Obscene and Indecent Matter, Reporting ... 221.412

- **Offenses**
  - Nonpostal, Reporting 221.453
  - Postal, Reporting 221
  - Requiring Special Actions 221.3
  - Serious, Reported by Memorandum 221.4
- **Officers of the Postal Service** 111.7
  - Identification 273.221b
- Operating Policies Office 114.45
- Operations Group 114.4
- Organization Charts, USPS Exhibits at end of Ch 1
- Organization Management, Office of 114.26

P, Q

- Paper Standards 371.651
- Parking Facilities, Operation of 516.81, 533.222, 533.232
- Passport Agent's Manual 422.261
- **Passport Application**
  - Acceptance Program 422.2
  - Discontinuing Service 422.24
  - Establishing or Changing Service 422.23
  - Forms and Supplies 422.28
  - Preparation at Newly Selected Locations 422.25
  - Reports and Records 422.27
- Payroll Systems 114.37
- PDCs—*see* Postal Data Centers
- Personal Injury Claims 254.22
- Personal Property, Definition 721.44
- **Personnel**
  - Actions, Authority to Approve 112.3
  - Identification Cards—*see* Identification
  - Information, Disclosure of 353.321a
  - Security—*see* Security Clearance
- Philatelic Marketing 640
- Plaques and Memorials 411.46, 518.14
- Plant—*see* Facilities
- **Plant Equipment**—*see also* Equipment
  - Definition 531.211
- Poison; Poisonous Animals, Insects, or Reptiles, Reporting 221.34
- **Post Offices**
  - Associate Offices (reserved) 117.4
  - Depositories for Burial Flags 443.1
  - Facility Audits 244.1
  - Functions 120
  - Hours of Duty 122
  - Hours of Service, Passport Applications 422.255
- Postal Contracting Manual—*see* Procurement
- **Postal Data Centers** 118.151
  - ADP Functions 813.12
  - Channels of Communication with 113.23
- **Postal Equipment**—*see also* Equipment
  - Definition 531.212
- **Postal Organization** and Responsibilities 110
  - Departments and Offices 111.52
  - Departments Reporting Directly to PMG 115
  - Executive Committee 111.54
  - Field 117
  - Functional Statements—*see* individual organization titles
  - Groups 111.51, 114
  - Units Reporting Directly to PMG 111.53
- Postal Rate Commission, Liaison 415
- **Postal Service**
  - Establishment 111.1
  - Training and Development Institute (PST&DI) 118.14
    - Management Academy 118.143
    - Operating Services Division 118.142
    - Technical Center 118.144
- **Postmaster General** 111.3
  - Emergency Lines of Succession 286.1
- Postmaster Selection, Office of 114.25
- Postmaster, Chicago, IL., Reporting Relationship 111.646
- **Postmasters**
  - Absence from Office 123
  - Administering Oaths Other than for Employment 112.43
  - in Alaska as Notaries Public 112.44
  - Hours of Duty 122.1
  - Identification 273.223b
- Presswork, Definition 371.334
- **Printing** 371.311, 374
  - Commercial Field 371.323, 374.3
  - Field Printing 371.322, 374.2
  - Headquarters Printing 371.321, 374.1
  - Included in Contracts 371.62
  - Local Publications 372
  - Plants, Authorized Government Agency Exhibit 374.221b
  - Plants, GPPOs Exhibit 374.221a
  - Prohibitions 371.66
  - Regulatory Considerations 371.1
  - Reports 374.33, 375
  - Responsibilities 371.4
- **Printing, Copying, and Duplicating**—*see also* Copying; Duplicating
  - Equipment, Centralization 371.22
  - Regulations and Policy 371.1, 371.2
- Privacy, Protection of Right of 352.46
- **Privacy Act** 353
  - Collecting and Using Information About Individuals 353.2
  - Disclosing Information About Individuals 353.3
  - Disclosure
    - Accounting Requirements 353.31
    - Name and Address Lists, Restrictions on 353.33
    - Public Information 353.321
    - Request for Accounting of 353.44
    - Rules of 353.32
    - Statistical Purposes 353.328
    - To the Individual Concerned 353.324
    - To Collective Bargaining Agents 353.326
    - To Postal Employees 353.322
    - To Process Servers 353.323g
    - To Third Parties 353.325
  - Freedom of Information Requests 353.425
  - Informing the Individual 353.23
  - Penalties 353.13
  - Record, Requests to Amend 353.43

- **Privacy Act**—Continued
  - Requests
    - For Information or Access. 353.42
    - Processing. 353.4
    - Records Availability. 353.414
    - Right to Know. 353.412
  - Requirements. 353.1
  - Responsibilities of Records Custodians. 353.14
  - Safeguarding Information About Individuals. 353.5
  - Systems of Records. 353.121, 353.21, Appendix B, 353.24
- Private Agencies, Relations with. 430
- **Procurement**. 710
  - Authority. 536.6, 711.31, 711.32
    - Postal Contracting Manual. 711.1, 711.2
  - MSC Review of. 714
  - Policy. 711.1
  - Support. 713
  - Procurement of
    - ADP Equipment and Services. 853
    - Blank Books. 371.631
    - Calendars. 371.632
    - Equipment. 712.4
    - Equipment, Duplications and Copying. 373.3
    - Printing. 374.22, 374.31
    - Maintenance Service Contracts. 535.12
    - Mechanization, Commercial. 522.63
    - Mechanization, Nonfixed Mail Processing. 522.22
    - Metered or Flat Rate Fuels and Utilities. 542.2
    - Nonmetered Heating Fuel. 542.3
    - Services. 712.2
    - Supplies. 712.3
    - Telephones, Competitive. 362.32
- Procurement and Supply Department. 114.13, 118.12
- Production Units, Duplicating and Microform. 373.13
- **Property**. 712.5
  - Availability Lists. 727.5
  - Capital. 712.52
  - Control. 726
  - Damage, Claims for. 254.21, 254.23, 533.426
  - Disposal. 727.8, 728
    - Authorities. 728.2
    - Methods of. 728.3
    - Destruction. 728.35
    - Donation. 728.34
    - Restricted Items. 728.4
    - Restriction on Purchase of USPS Property. 728.324
    - Sale. 728.32
    - Transfer to Other Federal Agencies. 728.33
  - Excess. 712.54, 727
    - Financial Accounting. 727.7
    - Identification. 727.2
    - Reporting. 727.3
    - Transfer. 727.6
  - Noncapital. 712.53
  - Personal (definition). 721.44
  - Postal, Reporting Damage or Injury to. 221.452
  - Real—*see* Facilities
- PST&DI—*see* Postal Service Training and Development Institute
- **Public**
  - Accessibility and Sale of Directives. 318
  - Announcements, Advance Copies. 332.32
  - Communications. 330
  - Index. 352.414
  - Information
    - Privacy Act Disclosures. 353.321
    - Records Available. 352.41
  - Reading Room. 352.3
  - Service Advertising. 634.32
- Public/Media Relations. 332
- Public and Employee Communications Department. 115.4
- **Publications—***see also* Directives.
  - Cost of, FOI. 352.641
  - Employee. 342
  - Reproducing Local. 372
- Quality Control, ADP. 856

R

- Radio Systems (reserved). 367
- Randolph-Sheppard Act, Compliance with. 517.3
- Rates—*see* Fees
- Rates and Classification Department. 114.33
- Real Estate—*see* Facilities
- Real Estate and Building Department. 114.15
- Records. 351
  - Available to Public. 352.41, 353.321
  - Control. 351.31, Ex 351.31, 351.62
  - Custodians. 351.131, 352.131, 353.14
  - Disposal. 351.7
  - Mail Covers. 213.6
  - Officer. 114.36, 275.36, 351.132, 352.132
  - Ownership. 351.12
  - Protection. 351.4
  - Recording Transfer or Disposal. 351.8
  - Release—*see also* Freedom of Information; Privacy Act. 351.5
  - Retention. 351.3
  - Storage. 351.61
  - Transfer. 351.6
- Red Cross, Cooperating with. 431
- **Regions**
  - Organization. 111.6, 116
  - Departments. 111.62
  - Designation of Five Postal Regions. 116.1
  - Divisions Reporting Directly to RPMG. 111.63
- **Regional**
  - Accounting Branch. 116.54
  - Administrative Supporting Facilities. 118.2
  - Budget and Cost Division. 116.52
  - Compensation Division. 116.63
  - Counsel, Law Division. 116.9

- **Regional**—Continued
  - Customer Programs Division. 116.42
  - Customer Services Department. 116.4
  - Delivery Division. 116.43
  - Design and Construction Division. 116.72
  - Employee and Labor Relations. 116.6
  - Employee Relations Division. 116.62
  - Engineering Division. 116.34
  - Finance Department. 116.5
  - Labor Counsels. 118.16
  - Labor Relations Division. 116.64
  - Logistics Division. 116.32
  - Mail Processing Department. 116.3
  - Maintenance Management Division. 116.33
  - Management Information Branch. 116.53
  - Operational Requirements Branch. 116.35
  - Postmaster General. 116.2
  - Procurement Division. 116.55
  - Public and Employee Communications. 116.8
  - Real Estate and Buildings Department. 116.7
  - Real Estate Division. 116.73
- Regular Mail Services. 632.3
- **Relationships.** 113.1
  - between Districts and BMCs. 113.15
  - between Districts and Independent AOs. 113.14
  - between Districts and MSCs. 113.13
  - between Headquarters, Regions, and PDCs. 113.11
  - between Regions and Districts. 113.12
- Release of Information—*see* Freedom of Information; Privacy Act
- **Repair Parts**
  - Definition. 721.43
  - Forecasting. 722.22
  - Overhaul and Rebuilding. 534.2
  - Redistribution of. 725.7
  - Reporting Excess. 727.32
  - Stock Levels. 725.33
- Repair/Replacement Criteria. 373.4, 534.3
- Repairs, Facility—*see* Facilities
- **Reports**
  - Audit. 245
  - Emergencies, Losses and Offenses. 221
  - Excess Property, Equipment, Items. 712.5, 727.3
  - Freedom of Information Act. 352.7
  - Printing. 375
  - Tort Claims. 253, 254
- **Requisitioning**
  - Cycles for Supplies. 723.222
  - Duplicating and Copying Equipment. 373.33
  - Equipment, Supplies, and Repair Parts. 723.2
  - Flags, New. 442.3
  - Printing, Field and Commercial Field. 374.23, 374.32
  - Security Equipment. 273.63
- Research (reserved). 610
- Research and Development, Nonfixed Mechanization. 522.5
- Research and Development Laboratories. 114.53
- Research and Technology Group. 114.5
- Rewards. 212.2
- Robberies. 222

S

- Sabotage, Reporting. 221.26
- **Safety**
  - Facility Design, and Health. 518.4
  - Maintenance. 531.23
  - Practices, Supply Management. 724.5
- Sales. 632.5
- **Security** 270
  - ADP—*see* ADP Security
  - Containers, Safes, and Vaults. 273.6
  - Control Officers. 272.5, 271.3
  - Facility. 273
    - Employee Responsibilities. 273.12
    - Protection and Access. 273.1
  - Force. 273.13
  - Interests
    - of Postal Service. 272.131
    - National. 272.132
  - Personnel Security Clearances. 272
    - Contractors. 272.25, 272.24, 272.43, 272.44
    - Hiring and Accession. 272.4
    - Interim Sensitive. 272.7
    - Nonsensitive. 272.22
    - Sensitive. 272.23, 272.6, 272.8
    - Sensitive, Employees Requiring. 272.3
    - Exceptions. 272.9
  - Personnel Security Officer. 272.12
  - Policy. 272.11
  - Responsibilities. 271
- Self-Service Equipment, Reporting Excess. 727.38
- Site Selection. 517.26, 521.51
- Southern Region. 116.13
- Stamp Offenses, Reporting. 221.25
- Stamps, Commemorative. 643.11
- Standard Level User Charge (SLUC). 516.32, 533.13
- Stationery, Printing. 371.664
- Statistical Collection and Analysis Services. 837
- Strategic Planning, Office of. 114.52
- Subpoena or Court Order, FOI and Privacy Act Compliance. 352.48, 353.323e
- Suboena Powers, Inspection Service 211.2
- Subrogation, by Insurance Companies, Tort Claims. 253.24
- Subversive Matter, Reporting. 221.413
- Summons, Compliance with. 352.49
- **Supplies**
  - Definition. 721.42
  - And Hazardous Commodities, Care of. 724.3
- **Supply**
  - Catalogs. 729.53
  - Centers. 118.121, 729
    - Requisitioning from. 723.22
  - Facilities, Centralization of. 724.13
  - Items
    - Identification and Item Numbers. 729.51, 729.52
    - Reporting Excess. 727.33
  - Management. 720
    - Responsibility. 721.2
    - Acquisition. 723
    - Development of Requirements. 722, 729.1, 729.2
    - Inventory Control. 725, 729.4
    - Receiving, Storing, and Issuing. 724

- **Supply**—Continued
  - Management—Continued
    - Security, Housekeeping, and Fire Protection. 724.4
    - Stock Levels. 725.3
  - Rooms—Supplies and Repair Parts. 724.21, 724.22
- Support Equipment, Maintenance. 534.14
- Support Services. Ch 6
- Suspicious Activities of Boxholders, Reporting. 221.451

T

- Technical Center. 118.144
- Telecommunications. 360
- Telegram Use. 363.1
- **Telephones**
  - Cost Reduction. 362.91
  - Directory Listings. 362.5
  - Equipment Leases. 362.42
  - FTS. 362.71
  - Joint-Service Switchboards. 362.6
  - Long Distance Calls. 362.7
  - Modifications of Existing Systems. 362.31
  - Monitoring Calls. 362.92
  - Official Commercial Toll Charges. 362.72
  - Pay Stations. 362.8
  - Procurement of, Competitive. 362.32
  - Rates. 362.4
  - Systems and Service. 362
    - Installations and Service Changes. 362.2
    - Orders for Service. 362.3
    - Service for Accredited Organizations. 362.93
    - Service Authorized. 362.1
- **Teletype Network**. 343.1, 364
  - Forms Used. 364.4
  - New Installation. 364.31
  - Relocation. 364.32
  - Requirements for Use. 343.12
  - Responsibility. 364.2
  - Service Discontinuance. 364.33
  - Service Offered. 364.1
- Television Systems (reserved). 368
- **Thefts**—*see* also Robberies; Losses and Offenses or Burglaries, Reporting. 221.22
- **Tort Claims**. 250
  - Administrative. 253.22, 253.23
  - Definition. 251.11
  - Forms Required, Accidents. 253.1
  - Forwarding. 254.2
  - Incomplete or Indefinite. 254.24, 253.232
  - By Insurance Companies (Subrogation). 253.24
  - Multiple. 254.25
  - Personal Injury. 254.22
  - Preparing and Submitting Reports. 253, 254
  - Procedures. 253.2
  - Property Damage. 254.21, 254.23, 533.426
  - Reports to GSA. 254.3
  - Serious Accidents. 254.1
  - Verification of Damanges. 252.4
- Trade Secrets, Nondisclosure. 352.42, 352.453
- Trademarks and Service Marks. 371.53
- Transportation Management Offices. 118.21

U

- Utilities—*see* Fuels and Utilities
- U.S. Flag. 440
- U.S. Government—*see* Government Agencies
- USPS-GSA Agreement. 516.31, 533.11
- USPS Organization—*see* Postal Organization

V

- Vault Equipment. 273.62
- Vehicles, Motor, Reporting Excess. 727.35
- **Veterans Administration**
  - Cooperation with, Burial Flags. 443.2
  - Requisitioning from. 723.24
- Violations—*see* Losses and Offenses
- Violence, Matters Inciting to, Reporting. 221.416

W

- Wanted Circulars. 212.1
- Weapons—*see* Firearms
- Western Region. 116.15
- Window Cleaning and Snow and Ice Removal. 535.23
- Withdrawal of Mail Privileges. 230
- **Workroom**
  - Access, Facility Security. 273.11
  - Posters. 343.3

☆U.S. GOVERNMENT PRINTING OFFICE: 1981-341-483/675